# CALIFORNIA SCHOOLS

Official Publication issued monthly by the

STATE DEPARTMENT OF EDUCATION

Entered as second-class matter May 8, 1930, at the Post Office at Sacramento, California, under the Act of August 24, 1912

VOLUME II | OCTOBER, 1931 | NUMBER 10

## CONTENTS

Directory of the State Department of Education
(Page 376)

California School Trustees and Boards of Education
(Page 377)

Departmental Communications
(Page 381)

Interpretations of School Law
(Page 387)

Announcements
(Page 390)

Tribute to David Starr Jordan
(Page 394)

For Your Information
(Page 398)

Significant Facts Concerning California Schools
(Page 403)

Professional Literature
(Page 405)

CALIFORNIA STATE PRINTING OFFICE
HARRY HAMMOND, STATE PRINTER
SACRAMENTO, 1931

# DIRECTORY OF THE CALIFORNIA STATE DEPARTMENT OF EDUCATION

## STATE BOARD OF EDUCATION

**C. L. McLane, 1027 North Van Ness avenue, Fresno** ..... **(Term expires 1934)**
**Allen T. Archer, 215 W. Sixth street, Los Angeles** ..... **(1932)**
**Mrs. Minnie B. Bradford, 1215 Thirty-ninth street, Sacramento** ..... **(1931)**
**E. P. Clarke, Riverside** ..... **(1932)**
**Mrs. Mary Roberts Coolidge, End of Dwight way, Berkeley** ..... **(1932)**
**Gordon Gray, 1310 J. D. Spreckels Building, San Diego** ..... **(1934)**
**Mrs. Irene Heineman, 254 South Spalding drive, Beverly Hills** ..... **(1933)**
Daniel C. Murphy, 1 Montgomery street, San Francisco ..... (1935)
**Mrs. Daisie L. Short, 1010 Harvard road, Oakland** ..... **(1933)**
**Mrs. Amy S. Steinhart, 2400 Steiner street, San Francisco** ..... **(1934)**

**Vierling Kersey, Executive Secretary**
Mrs. Florence B. Argall, Assistant Secretary

## STAFF

**(Unless otherwise indicated all staff members may be reached through P. O. Box 615, Sacramento.)**

Vierling Kersey, Superintendent of Public Instruction, Director of Education.
Pauline Winner (Mrs.), Administrative Assistant.
A. E. Lentz, J.D., Administrative Adviser.
Marion H. Ketcham, Assistant Secretary and Principal Clerk, Public School Teachers' Retirement Salary Fund Board.
Sam H. Cohn, Deputy Superintendent of Public Instruction.
Henry M. Lynn, Departmental Accountant.
L. B. Travers, Chief of Division of Adult and Continuation Education.
Herbert R. Stolz, M.D., Chief of Bureau of Parent Education, 2739 Bancroft Way, Berkeley.
J. F. Dale, Bureau of Parent Education.
Gertrude Laws, Ph.D., Bureau of Parent Education, 1127 Associated Realty Building, Los Angeles.
Magdalene Wanzer (Mrs.), Chief of Bureau of Immigrant Education.
Nicholas Ricciardi, Sc.D., Chief of Division of Secondary Education.
J. C. Beswick, Assistant Chief of Division in charge of Vocational Education, and Chief of Bureau of Trade and Industrial Education.
Julian A. McPhee, Chief of Bureau of Agricultural Education.
Ira W. Kibby, Ph.D., Chief of Bureau of Business Education.
Maude I. Murchie, Chief of Bureau of Home Making Education.
N. P. Neilson, Chief of Division of Health and Physical Education.
Winifred Van Hagen, Chief of Bureau of Physical Education for Girls.
Owen C. Coy, Ph.D., Director California State Historical Association, 3551 University Avenue, Los Angeles.
Mabel R. Gillis, State Librarian, Chief of Division of Libraries.
Eleanor Hitt, Assistant Librarian.
Walter E. Morgan, Chief of Division of Research and Statistics.
C. F. Muncy, Assistant Chief.
Helen Heffernan, Chief of Division of Elementary Education and Rural Schools.
Andrew P. Hill, Jr., Chief of Division of Schoolhouse Planning.
Charles W. Bursch, Ed.D., Assistant Chief.
——— ———, Chief of Division of Special Education.
H. D. Hicker, Chief of Bureau of Civilian Vocational Rehabilitation.
J. M. Dodd, District Supervisor of Vocational Rehabilitation, 303 State Building, San Francisco.
W. E. Smith, District Supervisor of Vocational Rehabilitation, 1128 Associated Realty Building, Los Angeles.
R. S. French, Ph.D., Chief of Bureau for the Education of the Blind, Principal California School for the Blind, Berkeley.
Elwood A. Stevenson, Chief of Bureau for the Education of the Deaf, Principal California School for the Deaf, Berkeley.
Lillian B. Hill (Mrs.), Chief of Bureau of Mental Hygiene, and Supervisor of Attendance and Migratory Schools.
Mabel F. Gifford (Mrs.), Chief of Bureau of Correction of Speech Defects, 435 Powell Street, Studio 8, San Francisco.
Evelyn A. Clement (Mrs.), Chief of Division of Teacher Training and Certification.
Ivan R. Waterman, Ph.D., Chief of Division of Textbooks and Publications.
W. S. Dyas, Chief of Bureau of State Printed Textbooks.

# California School Trustees and Boards of Education

The California public school system is a distinctively democratic institution. The assurance of the democracy of that institution resides in the fact that elected representatives of the people are charged with the responsibility of administering our public schools. The maintenance of the democratic aspect of public education in California is as much dependent upon the type, the interest, the ability of school board members or school trustees as it is upon the quality of instruction offered to the child in the classroom.

The close relationship which exists between the school board member or the school trustee and the future of his community and commonwealth, is one which is particularly recognized by the State Department of Education. Not because at this particular time these board members are due a word of compliment and appreciation, for always our thanks are due them, but because of a reaffirmation of confidence and a restatement of the importance of the place the school board member or trustee occupies in the category of public service we present this statement. No one can doubt that the unselfish devotion to the cause of public education which is manifest by thirteen thousand trustees and school board members in our state is one of the most important aspects of public service. These worthy public servants with much sacrifice to themselves, with little hope of even an appreciation of their services, give of their time and their energy to the study of the problems of education as well as educational administration, to the interpretation of the schools to the people whom they represent, and to the maintenance of standards of acceptance as set by their own boards.

The school board has the future of the nation and the progress of all of our people as its responsibility. The community that does not rally to the program of the school board is negligent of one of its highest duties. The inferiority or superiority of the moral, social, and economic status of a community is largely dependent upon the service this admirable body renders to its community. The mere fact that over 50 per cent of the population of our state is served in one way or another by the schools should demonstrate the significance of the job of being a school trustee or a member of a board of education. The business aspects of the job are tremendous in magnitude. No larger

expenditures are made for any single function of state service than those which are made through boards of trustees and boards of education in the interest of an improved citizenry and an elevated civilization. Guarding the educational rights of more than a million pupils in our schools, far more important than guarding the five billion dollars worth of public school property in the State of California, is a significant statement of the responsibility which rests upon these board members. The importance from a financial standpoint of the stewardship for which these boards may answer, is an indication of the demands that citizens make upon these public officers when they elect them to their responsibilities. Annually they supervise and expend more than one hundred million dollars.

Devoted, dynamic, aggressive, altruistic citizenship is the example their service presents for us. A few of their duties are the following:

1. The approval of the policy to be carried out in the educational activities of their community.
2. The development and enforcement of rules and regulations for the government of the employees whom they select to carry out these policies.
3. The approval and defense of the school budget to be annually prepared and expended.
4. The securing of facts concerning the needs of schools.
5. The interpretation of facts and the development of reports to the end that the program and policy of the board is advanced and accomplished.

If the community selects from its best citizens those individuals who are called upon to serve, the measure of the confidence it can continually place in such representatives as it selects should be in terms of the measure of support it offers when they have once been selected. To call from the ranks of heavy duty in private affairs to service on the board of trustees or board of education an individual who has been willing to make the sacrifice is but to indicate to every citizen of the community that his sincerest effort to understand and assist should be extended to that man who so serves.

The relationship existing between the school board or the board of trustees and the administrative, supervisory and teaching staff is a relationship of cooperative responsibility in so far as that relationship is interpreted to the citizens of the community.

The teaching staff, the supervisory and administrative agents, other than the superintendent, look to the board of education for direction, approval, assignment and support through the office of the superintendent of schools, the administrative head of the entire system. By such procedure school trustees and school boards are given uncon-

fused recommendation for their procedure by route of direct and proper channel.

Every activity of public education demands of school board members, administrative and supervisory officials, as well as teaching staff that there be evident ample proof of the practice of the rigid economies; of reassurance of the wisdom of every educational procedure; of the thorough-going elimination of waste, duplication of effort and lost motion; of the absolute worth, for the advantage of the community as well as for the progress of the child, of each classroom activity; of assurance that in amount by years, in extent by courses, in effectiveness by enrichment, and in accord with the best state-wide educational procedure, a program of education which the community supports is adequate and proper.

The State Department of Education is mindful of its very definite relationships in connection with the responsibilities of boards of education and school trustees and their relationships to administrative and educational officials. It is mindful of the great body of law which is involved in the management of our schools and it is mindful of the need for understanding and interpretation. It offers its services wherever they may be of assistance, and for those who are desirous of extending their study of this essential aspect of public education a few pertinent references are here offered:

Almack, John C.—*The School Board Member.* The Macmillan Company, New York, 1927.

Anderson, W. N.—*A Manual for School Officers.* The Century Company, New York, 1925.

Cubberley, Elwood P.—*Public School Administration.* Houghton Mifflin Company, New York, 1922.

Hart, F. W. and Peterson, L. H.—"The Business of the Board of Education As Seen by 256 School Board Members." *The American School Board Journal,* April, 1927.

Lindsay, E. E.—*Problems in School Administration.* The Macmillan Company, New York, 1928.

McGaughy, J. R.—*The Fiscal Administration of City School Systems; The Educational Finance Inquiry.* The Macmillan Company, New York, 1924.

Morrison, John Cayce—*The Legal Status of the City Superintendent of Schools.* Teachers College, Columbia University, New York.

Morrison, H. C.—"The Value of Carefully Defined Rules and Regulations Governing the Work of the School Board and the Superintendent." *American School Board Journal,* February, 1926.

Olson, Hans C.—*The Work of Boards of Education.* Teachers College, Columbia University, New York, 1926.

Strayer, George D.—*The Relation of Administration Officers to Boards of Education.* First Yearbook, Department of Superintendence, 1923.

Theisen, W. W.—*The City Superintendent and the Board of Education.* Teachers College Contributions to Education No. 84. Bureau of Publications, Columbia University, New York, 1917.

*State Superintendent of Public Instruction*

# Departmental Communications

## Division of Adult and Continuation Education

L. B. TRAVERS, Chief

### REPORTS FROM COUNTY SUPERINTENDENTS

Reports on Special Citizenship Classes (Form C–2) will no longer be required of county superintendents of schools.

Please note, however, that Form C–1, An Important Message to Candidates for American Citizenship, is still in use and must be sent by county superintendents to candidates for citizenship according to School Code section 3.562, Classes in Citizenship for Certain Persons.

These forms may be obtained from the office of the Superintendent of Public Instruction, Box 615, Sacramento.

## Division of Research and Statistics

WALTER E. MORGAN, Chief

### STATE ELEMENTARY SCHOOL REGISTER

The following correction should be made in all copies of the STATE SCHOOL REGISTER FOR ELEMENTARY SCHOOLS. Strike out the word, "Annual" appearing as the third from the last word in the last line of the paragraph on page 5 summarizing the provisions of School Code section 3.122, under the caption, "Admission of Pupils."

## Division of Teacher Training and Certification

EVELYN A. CLEMENT, Chief

### JUNIOR HIGH SCHOOL CREDENTIALS

On page 355 of the September number of CALIFORNIA SCHOOLS, the last sentence in the article entitled "Junior High School Credentials" should read as follows: School officials are advised that the *Junior High School Credential* does not authorize the holder to teach in elementary schools.

# Division of Textbooks and Publications

IVAN R. WATERMAN, Chief

## HIGH SCHOOL TEXTBOOKS

Copies of Bulletin No. M-3, "List of High School Textbooks," Revised July, 1931, have been mailed to all principals and superintendents.

Two copies of this bulletin were mailed to each principal. One copy is intended for the principal's office and the other copy for the clerk of the school board.

### New Books Listed

The following textbooks have been listed for use in California high schools since the publication of the revised edition of Bulletin No. M-3:

AGRICULTURE

**Animal Husbandry**

| | | Prices New | Prices Exchange |
|---|---|---|---|
| Anderson, Swine Enterprises, 1931 | Lippincott | $1.60 | ---- |

**Horticulture**

| | | | |
|---|---|---|---|
| Garris and Hoffman, Southern Horticulture Enterprises, 1931 | Lippincott | 1.60 | ---- |

**Poultry Husbandry**

| | | | |
|---|---|---|---|
| Dickinson & Lewis, Poultry Enterprises, 1931 | Lippincott | 1.60 | ---- |

CIVICS

**Citizenship**

| | | | |
|---|---|---|---|
| Edmonson & Dondineau, Citizenship and Occupations Through Problems, 1931 | Macmillan | 1.44 | $1.35 |

COMMERCIAL SUBJECTS

**Bookkeeping**

| | | | |
|---|---|---|---|
| Broaker, Visional Method for Practical Training in Double Entry Bookkeeping, 1929 | Certified Publishing Company[1] | | |
| Set No. 1, Bookkeeping for Beginners | | .70 | ---- |
| Set No. 2, Junior Accountancy and Advanced Study | | 2.50 | ---- |

[1] Certified Publishing Company, 1154-56 S. Hill Street, Los Angeles, California.

## COMMERCIAL SUBJECTS—Continued.

| | | Prices New | Prices Exchange |
|---|---|---|---|
| **Business Methods and Office Practice** | | | |
| Morrill, Bessey & Walsh, Applied Office Practice, 1931 | Heath | $1.41 | $1.32 |

## ENGLISH

| | | | |
|---|---|---|---|
| **Composition Practice** | | | |
| Woolley, Scott & Tressler, High School Handbook of Composition, 1931 | Heath | .93 | .87 |
| **Composition Rhetoric** | | | |
| Brubacher & Wheeling, High School Composition and Grammar, Tenth Year, 1931 | Merrill | .96 | .84 |
| **Public Speaking** | | | |
| Monroe & Lull, Projects in Speech for a Foundation Course, 1931 | Heath | .64 | .60 |

## FRENCH

| | | | |
|---|---|---|---|
| **Composition** | | | |
| Comfort, Practical French Composition | Heath | .80 | .75 |
| **Grammar** | | | |
| Fraser, Squair, & Carnahan, Brief French Grammar, 1931 | Heath | 1.28 | 1.20 |
| Fraser, Squair, & Carnahan, Standard French Grammar, 1931 | Heath | 1.41 | 1.32 |
| **Readers** | | | |
| Giduz & Holmes, Sept Contes de la Vieille France, 1930 | Heath | .70 | .66 |
| Hills & Dondo, La France, Cours Elementaire, 1931 | Heath | 1.06 | .99 |

## GERMAN

| | | | |
|---|---|---|---|
| **Grammar** | | | |
| Heffner, Brief German Grammar, 1931 | Heath | 1.28 | 1.20 |
| **Readers** | | | |
| Thiess, Abschied vom Paradies, 1930 | Heath | .96 | .90 |

## HISTORY

| | | | |
|---|---|---|---|
| **Ancient History** | | | |
| Webster, Ancient Civilization, 1931 | Heath | 1.70 | 1.59 |

## HOME-MAKING

| | | Prices New | Prices Exchange |
|---|---|---|---|
| **Foods and Cookery** | | | |
| Lanman-McKay-Zuill, The Family's Food, 1931 | Lippincott | $1.34 | |
| **Textiles and Clothing** | | | |
| Hess, Textile Fibers and Their Use, 1931 | Lippincott | 1.92 | ---- |

## INDUSTRIAL ARTS

| | | | |
|---|---|---|---|
| **Electricity** | | | |
| Timbie, Essentials of Electricity, Second edition, 1931 | Wiley | 1.60 | ---- |

## ITALIAN

| | | | |
|---|---|---|---|
| **Beginning Italian** | | | |
| Covello Giacobbe, First Book in Italian, Part One | Macmillan | .96 | $0.90 |

## LATIN

| | | | |
|---|---|---|---|
| **Fourth Year Latin** | | | |
| Burton & Gummere, Latin Fourth Year, 1931 | Silver | 1.50 | 1.41 |

## SCIENCE

| | | | |
|---|---|---|---|
| **Biology** | | | |
| Hunter, Problems in Biology, 1931 | Am. Book Co. | 1.41 | 1.32 |
| **Physics** | | | |
| Lake & Unseld, A Brief Course in Physics, 1931 | Heath | 1.34 | 1.26 |
| **Zoology** | | | |
| Hegner, Practical Zoology, Revised edition, 1931 | Macmillan | 1.44 | 1.35 |

## SPANISH

| | | | |
|---|---|---|---|
| **Composition** | | | |
| Rivera, Libro de Temas Castellanos, 1931 | Heath | .74 | .69 |
| **Grammar** | | | |
| Pittaro & Green, Modern Spanish Grammar, 1931 | Heath | 1.34 | 1.26 |
| **Readers** | | | |
| Myatt, Garcia & Wickham, Modern Spanish Reader, 1931 | Heath | 1.21 | 1.14 |

## VOCATIONAL GUIDANCE

| | | | |
|---|---|---|---|
| Edmonson & Dondineau, Occupations Through Problems, 1931 | Macmillan | .64 | .60 |

## Junior High School Textbooks

### HISTORY

| United States History | | Prices New | Prices Exchange |
|---|---|---|---|
| Scoppa, Foundations of our Country, 1930 | Laidlaw | $0.77 | $0.72 |
| Scoppa, Founding a New Nation, 1931 | Laidlaw | .77 | .72 |
| Scoppa, A Century of Growth and Progress, 1931 | Laidlaw | .77 | .72 |
| Scoppa, Life in the Twentieth Century, 1931 | Laidlaw | .77 | .72 |

### MATHEMATICS

| General Mathematics | | | |
|---|---|---|---|
| Hart, Modern Junior Mathematics, Book I, 1931 | Heath | .67 | .63 |
| Hart, Modern Junior Mathematics, Book II, 1931 | Heath | .70 | .66 |

### VOCATIONAL GUIDANCE

| | | | |
|---|---|---|---|
| Hill & Mosher, Making the Most of High School, 1931 | Laidlaw | .77 | ---- |

## MAILING LIST FOR CALIFORNIA SCHOOLS

Will county, city, and district superintendents please send to the Division of Textbooks and Publications a list of those school officials under their charge whom they desire to have placed on the CALIFORNIA SCHOOLS mailing list. The following is a suggested list of those who might be interested in receiving this publication:

1. Assistant and deputy superintendents
2. Business managers
3. High school and junior college registrars
4. Deans of junior colleges
5. Heads of departments, deans of boys, and deans of girls in secondary schools
6. Elementary school principals
7. Secretaries to city boards of education

## NEW PUBLICATIONS

### Directory of California Secondary Schools, 1930–1931

Bulletin No. J–1, Directory of California Secondary Schools, based on principals' reports for October, 1930, is ready for distribution. Copies will be mailed to city, county, and district superintendents, and to secondary school principals. Others who desire a copy of the directory may have it upon request to the State Department of Education, Box 615, Sacramento.

**Legal Calendar for Public School Officials**

The LEGAL CALENDAR FOR PUBLIC SCHOOL OFFICIALS is being published in one volume for the 1931–1932 biennium and will be issued as a supplement to the October number of CALIFORNIA SCHOOLS. It is hoped that its publication in this form will add to its usefulness.

**Palo Alto Survey**

The SURVEY OF THE PALO ALTO PUBLIC SCHOOLS, made under the direction of Andrew P. Hill, Chief of the Division of Schoolhouse Planning, is now ready for distribution. Those interested in securing a copy of this publication will please communicate with the State Department of Education, the Palo Alto City Board of Education, or the Palo Alto Union High School Board.

**Santa Ynez Survey**

A building survey of the Santa Ynez Union High School district has been completed and is now being published.

# Interpretations of School Law

## Attorney General's Opinions

### DISTRICTS

**Contracts**

When, under the provisions of School Code section 6.30, the governing board of a school district calls for bids upon which a contract is to be awarded, it must either award the contract to the bidder who is in fact the lowest responsible bidder or reject all bids. (A. G. O. 7681, August 25, 1931.)

Under the provisions of Senate Bill No. 26 (Chapter 397, Statutes of 1931), the governing board of a school district in calling for bids for the construction of public works, must specify in detail in the call for bids the prevailing rate of wages for such work as fixed by such governing board under the terms of the said bill. (A. G. O. 7695, August 28, 1931.)

**Counsel, Legal**

When an action is brought against a school district for injury to any pupil for any cause under the provisions of School Code sections 2.800–2.806, the duty of defending the district is imposed by the sections upon the district attorney of the county within which the district is located and the governing board of the school district can not engage and pay special counsel to defend the district. (A. G. O. 7687, August 26, 1931.)

### PUPILS

**Attendance**

Under School Code sections 3.301, 3.302, 3.306, and 3.307 as those sections appear in Senate Bill No. 843 (Chapter 1141, Statutes of 1931) pupils residing in a high school district situated in one county may attend in a high school district situated in another county subject, of course, to other pertinent provisions of the School Code governing such attendance. (A. G. O. 7690, August 27, 1931.)

### TEACHERS

**Dismissal**

Under School Code section 5.681 the notice of dismissal given a probationary teacher must be in writing. An oral notice of dismissal is insufficient. (A. G. O. 7663, August 5, 1931.)

# Supreme Court Decisions

## DISTRICTS

**Contracts**

1. A contract under which the governing board of a school district agrees to purchase land when in fact the district had no funds available for the purchase, is unenforceable for the reason that such a contract is forbidden by section 18 of Article XI of the Constitution of California.

2. A contract which attempts to bind the governing board of a school district to a particular line of official action toward a predetermined result is void as being against public policy.

*(Modesto Investment Company vs. Modesto School District, 82 C. D. 259,___ Pac.____.)*

# Appellate Court Decisions

## PUPILS

**Employment of**

The employment of a child in violation of the provisions of the Compulsory Education Law (School Code sections 1.130–1.340) by employing a child who did not have a work permit does not of itself impose any liability upon the employer for injury to the child at the place of employment where there is not shown a connection between the injury and the absence of the permit.

An employer cannot be charged with violation of the Child Labor Law (Deering Act 3625) and therefore liable for injury to a child when the child is employed in a place of employment not prohibited by the Child Labor Law and the injury occurred by reason of the child violating instructions given him by his employer.

*(Shannon vs. Fleishacker, 66 C. A. D. 682,___ Pac.____.)*

## TEACHERS

**Dismissal of**

Where a teacher as petitioner in a proceeding in mandamus to compel his restoration as a public school teacher after dismissal by the governing board of a school district, defaulted and a default judgment was entered against him because the petitioner's attorney relied upon a custom of attorneys not to take a default judgment without notice, and the petitioner's attorney swears that the petitioner did not have a fair and impartial trial before the governing board of the school district,

that the charges against the petitioner were false and frivolous, and that hearsay and rumors were admitted in evidence by the board, the default judgment may be vacated.

*(Greenaymer vs. Board of Trustees, 66 C. A. D. 722,--- Pac. ---.)*

---

# Departmental Opinions

---

## DISTRICTS

### Contracts

In interpreting Senate Bill No. 26 (Chapter 397, Statutes of 1931), the following definitions are applicable to the terms indicated:

1. "Public work" includes all construction work done for a school district under the direction and supervision or by the authority of the district and all construction or repair work done under contract.

2. "Locality in which work is performed" means the territory comprised within the school district.

3. "General prevailing rate of per diem wages" means the rate determined upon by the governing board of the school district awarding a contract or authorizing the work. The decision of the governing board is final.

The rate fixed must in fact be the general prevailing rate which may be further defined as the fair market rate of wages.

## CORRECTION

On page 355 of the September number of CALIFORNIA SCHOOLS, in line 1 of paragraph 1 under the caption "Teachers," the number 5.406 should be changed to 5.504.

# Announcements

## AMERICAN EDUCATION WEEK

The eleventh annual American Education Week will be observed November 9–15, 1931. The program will be sponsored as it has been for a decade by the United States Office of Education, the American Legion, and the National Education Association. Not for many years have the schools so needed the support which comes from understanding and appreciative cooperation. In hundreds of communities during American Education Week, teachers will begin or improve plans to interpret to the public the aims, needs, and achievements of the schools.

The schools belong to the people. They are an expression of the hopes of the people for the future of their children and of the nation.

The general topic for American Education Week is **What the Schools Are Helping America to Achieve.** The themes for special emphasis each day are as follows:

**Monday, November 9. What the schools are helping America to achieve in economic progress.** Schools may illustrate this by publishing a special edition of the school paper featuring interviews with prominent business men, editorials on education and economic progress, articles on the opportunities for vocational training in the local schools, statements or quotations from members of the local chamber of commerce, stories of the industries and business of the local community. Student interviews may be arranged with business men to be broadcast from local radio stations. A student placement service may be established under the sponsorship of the board of education and appropriate representatives of the business and industrial world.

Posters may be prepared showing men and women engaged in occupations requiring training and skill. Statements should be included on the value of education such as quotations from local business men on why they prefer to employ high school graduates.

**Tuesday, November 10. What the schools are helping America to achieve in child health and protection.** A school health officer should speak on What the Schools Do to Promote Sound Health, stressing physical examinations and inspections, school lunches and cafeteria service, how health is taught in the schools, clinics, courses in health, hygiene, physiology, care of the sick, and physical training. Demonstrate a physical examination such as the schools give to pupils, before a parent-teacher meeting. Exhibit instruments and supplies of the

school medical clinic. An effort should be made to interest citizens in a survey and appraisal of all agencies in the community which help in preventing and curing child delinquency. A study may be made to determine whether child delinquency in your community is decreasing or increasing. Articles for the newspaper could be prepared on the work of the visiting teachers.

**Wednesday, November 11. What the schools are helping America to achieve in citizenship and loyalty to law.** Appropriate addresses should be made in school on the necessity of schools to a democratic form of government, how the schools teach national ideals through the biographies of our national heroes, how the schools teach the machinery of government in nation, state and community, the development of habits of good citizenship through school government. The program for this day will be planned in many communities in close cooperation with the local posts of the American Legion. Memorial exercises may be held in the schools for graduates and former students who lost their lives in the World War. A pageant might depict community or state history. An interesting activity would be the preparation of an honor roll for your community which carries the names of citizens now living who have contributed to the welfare of your community. Cooperation may be extended the Boy Scouts in their Armistice Day program.

**Thursday, November 12. What the schools are helping America to achieve in the improvement of rural living.** Suitable topics for addresses and articles are Distinguished Men Our Farms Have Produced, How Consolidation of Schools is Improving Rural Education, The Importance of Farming as an Occupation, The Rural School's Contribution to World Advancement.

A high school agriculture class may prepare a farm exhibit of farm products, models of farm machinery, crop rotation, terrace farming, and the like. A high school could manage a field day for neighboring rural schools. Pupils could be encouraged to make a list of common foodstuffs that are not raised in the United States but which must be imported from foreign countries. The pioneers of your community could be honored in a program dedicated to The Pioneer.

Posters should be prepared showing the little red schoolhouse, a farm home, a farmer at work in the field, or other rural motifs. The kindergarten and primary grades would be interested in dramatizing farm life.

Edward Eggleston's THE HOOSIER SCHOOLMASTER and Washington Irving's THE LEGEND OF SLEEPY HOLLOW will be found suitable reading for this day.

**Friday, November 13. What the schools are helping America to achieve through a higher level of intellectual life.** The program

should include an address by the city librarian on The Number and Kind of Books Read in Our Community; and an address by an English teacher on How the Schools Create a Taste for Good Literature; an address by a science teacher on How the Schools Help Youth Understand the World of Science and Invention; an address by a biology teacher on How the Schools Create an Appreciation for the World of Nature.

**Saturday, November 14. What the schools are helping America to achieve through the enrichment of adult life.** Suggested topics for the day's program are Teaching Old Dogs New Tricks; Why Stop Learning?; Increasing Leisure and Adult Education; Books for Adults of All Ages, by a member of the local public library staff; Local Opportunities in Evening Classes, by the superintendent of schools or director of evening schools; Adventures in Flower Gardening, by a member of the local garden club; Opportunities for Music Lovers in Our Community.

**Sunday, November 15. What the schools are helping America to achieve through high ideals of character and home life.** In many communities the programs of the day will be held in the churches. They will be presented by the church and school. Clergymen and leaders of young people's societies should be asked to participate. Programs may be built around the following topics: What the Schools Do to Teach High Ideals of Home Life; What the Churches Do to Teach High Ideals of Character; and What the Home Does to Teach High Ideals of Character. It would be well to arrange with ministers well in advance for special services on American Education Week Sunday. Civic clubs and other community organizations should be invited to attend these services as groups and a section of seats should be reserved for each organization. Church congregations should be provided with the services of school music organizations on this particular Sunday.

A Sunday afternoon service may be held in the school auditorium and a symposium arranged of brief addresses by representatives of different races and creeds on the contribution of the school, home, and church in character training.

## Aids for Observance of American Education Week

A set of 16 posters, 9 by 12 inches in size, suitable for display on school bulletin boards during American Education Week has been prepared by the National Education Association. This set contains the following posters:

American Education Week Cover Poster
American Education Week Calendar for 1931
What the Common Schools Have Helped America to Achieve

The Challenge of a Great Ideal
America First
What America May Hope to Achieve
America's Greatness
Standards of Greatness
What Rural Schools Most Need
Children First
Seven Cardinal Objectives of Education
Athenian Oath
The Home and the Virtues
Children's Charter
The Faith of Youth in Education
Schools and Business

THINGS TO DO AMERICAN EDUCATION WEEK, published jointly by the National Education Association and the Department of Superintendence, contains suggestions and materials for developing the daily themes of American Education Week and may be secured for one dollar from the National Education Association, 1201 Sixteenth street northwest, Washington, D. C.

## UNIVERSITY OF CALIFORNIA SUMMER SESSION

The dates of the University of California summer session of 1932 have been fixed as Thursday, June 23, to Wednesday, August 3, 1932. This change in the schedule of the summer session has been made in the hope of accommodating all teachers in California. For a large proportion of California teachers the occurrence of summer session at this time will offer a breathing space for their regular work both at the beginning and at the close of the session.

## LIFE MEMBERS OF THE NATIONAL EDUCATION ASSOCIATION

The State Department of Education has recently received a scroll 13 by 17 inches in size issued by the National Education Association which commends California in the following words:

"The National Education Association commends the State of California for professional spirit as evidenced by 405 life membership enlistments of which 86 have enlisted since July 4, 1930. For a complete list of names see WHO'S WHO IN THE PROFESSION, published by the Association. The Association, therefore, welcomes the following into life membership in the profession. Enlistments July 4, 1930, to July 4, 1931."

This is followed by the names of the 86 members referred to, engrossed on the scroll.

# Tribute to David Starr Jordan

Life gives us few examples of truly great men. Genius is too often so delicate in feeling and nerve balance, or so passionately exhaustive in inspiration and ardor, that many of our greatest leaders experience times of depression, passion, or uncontrolled anger, for which they and their biographers are afterwards rightfully ashamed. In David Starr Jordan, however, the world has known a man with ideals and aspirations of the highest order, governed by a fine sense of relative values, an inherent ability to organize and administer, and a calm faith in the final evaluation of society.

Perhaps the finest aspect of this great educator's character was his ability to remain a commoner, a friend of his faculty and students, a worker with various progressive groups, while praise and recognition were being showered upon him. The greatest evidence of his genius will be found in his understanding of life, and his ability to interpret it and bend it to his ideals. His jingles, written from time to time for pure amusement, are fresh and original. His children's stories form a library in themselves, and not only display his understanding of child life, but also reveal his ability to so organize a very busy life, that his children and family would not suffer neglect.

As a tireless scientist, accurate in detail, he passes on, preeminent in his special field. As the builder of a great university—the organizer of an ideal, and the administrator of it, he stands supreme in American life. When he became president of Indiana University, he was the youngest college president in our country, and when he finally retired from the leadership of Stanford University, he had experienced the longest term of service of any university president in America. Though he never wanted to be an executive officer, he accepted leadership responsibilities when fate so dictated, and discharged them with outstanding merit. In the midst of these activities, he traveled as a naturalist and explorer for the sheer love of it, and produced numerous volumes and pamphlets on educational and scientific subjects, because he enjoyed it.

For many years, Doctor Jordan was famous as an outstanding advocate of world peace. He saw the futility and economic waste of war with an extraordinary vividness, and scored war, and the forces behind war, in unanswerable terms from the public rostrum and through printed pamphlets and books. If society ever succeeds in outlawing war, Doctor Jordan's analysis of its causes and cures will have contributed powerfully toward the final success.

Religiously, Doctor Jordan was a liberal. Despite his other activities, he preached in hundreds of pulpits throughout the United States, and to this day, many of his sermons are reproduced in pamphlet form, by his church organization.

Outstanding qualities of Doctor Jordan's character were his freedom from petty controversies and his tolerance toward all types of minds and peoples. He was convincing, but never vindictive; persuasive but not sarcastic. His power lay in the truth he spread. Where may we turn for a finer example—a more practical illustration of how man may govern himself, live happily with his family, and render generous service to all mankind? Education may well be proud of this great California educator. Every public school should mourn his passing, and should attempt to bring the superb example of his life into the consciousness of its students.

# Quotations from the Writings of David Starr Jordan

Epitaph:

"Jungle and town and reef and sea—
I loved God's earth, and His earth loved me,
Taken for all in all."

"When a people really means to do something, it must resort to democracy. It must value men as men, not as functions of a chain of conventionalities."

"The history of the future is written in the schools of today, and the reform which gives us better schools is the greatest of reforms."

"The only way to learn to do great things is to do small things well, patiently, loyally."

"One great source of failure in life is satisfaction with mean things. It is easier to be almost right than to be right. It is less trying to wish than to do. There are many things that glitter as well as gold and which can be had more cheaply. Illusion is always in the market and can be had on easy terms. Realities do not lie on the bargain counters. Happiness is based on reality. It must be earned before we can come into its possession."

"The man who is successful will not be a dreamer. He will have but one dream and that will work itself out as a purpose. Dreaming wanes into sentimentalism, and sentimentalism is fatal to action. The man of purpose says no to all lesser calls, all minor opportunities. He does not abandon his college education because a hundred dollar position is offered him outside. He does not turn from one profession because there is money in another. He has his claim staked out, and with time he will only fill in the detail of its boundaries."

"The whole of your life must be spent in your own company, and only the educated man is good company to himself."

"You can not fasten a five thousand dollar-education to a fifty-cent boy."

"The strongest nation is that in which the individual man is most helpful and most independent. The best school is that which exists for the individual student. A university is not an aggregation of colleges, departments, or classes. It is built up of young men and women."

"In his relations with others, the scholar must be tolerant. Culture comes from contact with many minds."

"The greatest need of popular government is the university. The greatest need of higher education is democracy. The scholar and the man must work together. The free man must be a scholar. The scholar must be a man."

"It is clear that the knowledge is of most worth which can be most directly wrought into the fabric of our lives. That discipline is most valuable which will best serve us in 'quietly unfolding our own individualities.'"

"The ability to see one's way to realities through a multitude of nonessentials is the basis of personal success."

"Ignorance is shadow. Education is light. Nothing is more unpractical than darkness, nothing is more practical than sunshine."

## A GIFT OF BOOKS

Word has come from the Taft Union High School that they have a number of books on hand for which they have no further use and which they would be glad to give to other California high schools which might desire them. These books are in good condition.

They may be secured upon request to the Taft Union High School free of charge except for the cost of transportation.

A list of titles with the number of copies of each follows:

| | Copies |
|---|---|
| Allyn and Bacon—Americanization Primer | 23 |
| Armitage—Laurel Songs | 23 |
| Armitage—Laurel Unison Book | 17 |
| Ashmum—Prose Literature for Secondary Schools | 61 |
| Atkinson—European Beginnings of American History | 20 |
| Atlantic Classics | 82 |
| Austin—A Laboratory Plane Geometry | 13 |
| Barber—First Course in Science | 139 |
| Batchelder—Design in Theory and Practice | 10 |
| Benezet—World War and What Was Behind It | 8 |
| Beshgeturian—Foreigners' Guide to English | 11 |
| Burke—Speech on Conciliation | 11 |
| Carlyle—Essay on Burns | 15 |
| Carlyle—Heroes and Hero Worship | 10 |
| Cheyney—Short History of England | 12 |
| Crawshaw—Making of English Literature (old edition) | 10 |
| DeQuincey—Essays | 11 |
| Emerson—Poems and Essays | 33 |
| Fairchild—Essentials of Economics | 52 |
| Gauss—Democracy Today | 22 |
| Goodwin—Trans-Mississippi West | 14 |
| Harrington—Writing for Print | 9 |
| Haywood—Universal Song, Volume I | 18 |
| Haywood—Universal Song, Volume II | 9 |
| Hitchcock--Composition and Rhetoric | 86 |
| Homer—Odyssey | 48 |
| Jackson and Black — Elementary Electricity and Magnetism (not latest edition) | 18 |
| Lamb—Essays of Elia | 11 |
| Leeds—Mechanical Drawing for High Schools | 74 |
| Macauley—Essay on Addison | 11 |
| Macauley—Johnson | 12 |
| Macauley—Lord Clive | 13 |
| Macauley—Warren Hastings | 37 |
| McClelland—Office Training and Standards | 31 |
| Matheson—Americanization Primer | 23 |
| Norton—Story of California | 27 |
| O'Brien—English for Foreigners | 10 |
| Opdyke—Working Composition | 12 |
| Parker—Progressive Music Series, Book IV | 13 |
| Parsons—Interior Decoration | 4 |
| Paxon—Last American Frontier | 14 |
| Ruskin—Sesame and Lillies | 10 |
| Sandwick—How to Study | 172 |
| Shakespeare—As You Like It | 100 |
| Simons—American Literature through Illustrative Readings | 74 |
| Stevenson—Inland Voyage | 27 |
| Thackeray—Henry Esmond | 76 |
| Tufts—Real Business of Living | 178 |
| Washington—Farewell Address | 127 |
| Watkins—Forum of Democracy | 10 |
| Watkins—Public Speaking for High Schools | 24 |
| Weaver—Profitable Vocations for Girls | 35 |
| Weaver and Byler—Profitable Vocations for Boys | 25 |
| Williamson—Problems in American Democracy | 10 |
| Wilson—Everyday Manners | 25 |

## BIOGRAPHICAL STUDY OF EMMA MARWEDEL

The University of California Press announces the publication of a biographical study of Emma Marwedel (1818–1893) by Dr. Fletcher Harper Swift, professor of education in the University. Heretofore only meager and inaccurate information has been available concerning this pioneer educator who established the first kindergarten training school on the Pacific Coast.

The work is one of the University of California Publications in Education, Volume 6, No. 3, and may be had upon request to the University of California, Berkeley.

## NATIONAL STUDENT FORUM ON THE PARIS PACT

The National Student Forum on the Paris Pact is ready for the third year to assist high school principals to introduce a rudimentary study of international relations and particularly of the Paris Peace Pact into the programs of their social science classes. Dr. William John Cooper, United States Commissioner of Education, says unequivocably that, as the Pact is now the law of the land and also international law, "the schools are under obligation to teach it." He says also that the National Student Forum "has proved its value as a motivating factor."

The Forum is ready to help schools by providing bibliographies, syllabi copies of the 1931–1932 prospectus, and teaching units for the teachers and special factual material for the students. These may be had upon request. The Forum also offers the opportunity for the school to participate, if it wishes, in the school, state, and national essay-writing contests. The national winner in these contests receives a free place in the Forum's International Relations Observation Group for study travel in Europe, and other winners have special consideration for admission to this select group.

Last year 200,000 students in over 2,600 high schools participated in this work, every state in the Union being represented as well as Hawaii, Alaska, and Porto Rico. This year it is expected that a half-million students will take part. Information may be obtained from Herman A. Spindt, Principal, Kern County Union High School, Bakersfield, who is secretary of the California committee, or from the national office of the Student Forum, 532 Seventeenth street, N. W., Washington, D. C.

## PREVENTION OF HEART DISEASE

The San Francisco Heart Association, organized in 1930 to cope with the problems of heart disease, and sponsored by the San Francisco County Medical Society, the Community Chest, and the San Francisco Tuberculosis Association, announces a broadcast every Tuesday from 4:30 to 4:45 p.m. over KFRC (Columbia Network) on the prevention and relief of heart disease.

# For Your Information

## RINGWORM OF THE FEET

Many school officials are anxious to know what may be done in their schools to prevent the spread of ringworm of the feet.

The JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION, of April 18, 1931, page 1300, contains an article by Wm. Gould, M. D., entitled "Ringworm of the Feet." This article gives a good presentation from the point of view of treatment and prophylaxis by the use of sodium thiosulphate in 10 per cent to 15 per cent solution as a foot bath. Also in the JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION, of August 15, 1931, page 455, is an article by Earl D. Osborne, M. D., and Blanche S. Hitchcock, of Buffalo, N. Y., on "The Prophylaxis of Ringworm of the Feet." They have used sodium hypochloride in 2 per cent solution, have checked their results by laboratory methods, and have proved that this solution is superior to sodium thiosulphate, and much more economical.

School administrators and physical education instructors should read these articles in order to protect school children from acquiring this particular type of infection.

## ESTABLISHMENT AND MAINTENANCE OF JUNIOR COLLEGES

Dr. Arnold E. Joyal has recently completed at the University of California a doctoral dissertation entitled "Factors Relating to the Establishment and Maintenance of Junior Colleges, with Special Reference to California." This study contains material of significance to all those interested in public education in California, and particularly to those engaged in service in California junior colleges. A summary of Dr. Joyal's findings follows:

1. Analysis of California junior college legislation would seem to indicate that arbitrary standards in the School Code for the establishment of junior college districts are not a solution to California's junior college problem.

2. The maximum number of students per class in practically all subjects is 30, the optimum 20, and the minimum 10. For a few the maximum is 35, and the optimum 25. The optimum teaching load is 15 hours per week and the maximum is 18.

3. Twenty-one per cent of all classes in district junior colleges in California have an enrollment of fewer than 10 and in the three smallest districts 31.7 per cent of the classes enroll fewer than 10. In departmental junior colleges 40 per cent of the classes are under 10. The average teaching load is 15 hours per week.

4. In the twelve district junior colleges the average salary cost per period is $91.73; enrollment hour, $4.49; credit hour, $6.77. In the departmental

junior colleges the corresponding averages are $66.83, $4.39, and $7.38. Unit costs by subjects range from $1.37 to $41.67 per enrollment hour, and $1.42 to $41.67 per credit granted in district junior colleges. Costs in departmental junior colleges range from $2.35 to $19.30 per enrollment hour and from $2.82 to $39.67 per credit granted. The average cost per enrollment hour and per credit granted for salaries in district junior colleges is approximately twice as great as comparable cost at the University of California. Teachers' salaries comprise 64.4 per cent of total current expenditures.

5. The junior college is not strictly a community institution in California. Forty-one per cent of all junior college A. D. A. is nonresident, and 17.8 per cent of the nonresident A. D. A. comes from counties other than the one in which the institution is located. The probable enrollment of a proposed junior college may be predicted from an analysis of A. D. A. in the schools in the county. In 1929–30 the junior colleges had on the average 35 units of junior college A. D. A. for each 1000 units of elementary A. D. A. in the county, 117 units of A. D. A. for each 1000 units of high school A. D. A., and 671 units of A. D. A. for each 1000 graduates of high schools in the county. Forty-five per cent of all graduates of California high schools who entered institutions of higher learning entered junior colleges in 1930.

6. The basic minimum standards as derived in this study, for the establishment and maintenance of a district junior college in California are:

A. An area with a maximum radius from the proposed junior college of 20 miles.
B. A minimum high school A. D. A., within the proposed district, of 1250.
C. A minimum enrollment of 200 to 333 students, depending upon course offerings.
D. A minimum of eight full-time teachers, exclusive of administrative or supervisory officers.
E. A minimum offering of 120 periods of work per week, in no less than 20 courses per semester.
F. Sufficient assessed wealth in the district to raise from $15,900 to approximately double that amount per year for current expenditure.

Finally, assessed valuation and tax rates are not to be considered as the final determinants for the establishment of a junior college district. Local patrons of a junior college may decide that a junior college should be maintained irrespective of what it will cost, but unless certain size groups of students are provided, it is questionable whether or not the desirable educational objectives can be achieved in the several courses.

## THE COMMON COLD

Dr. Giles S. Porter, Director of the California State Department of Public Health, is authority for the statement that there is no other single ailment that is so prevalent as the common cold and that all children with common colds should be excluded from school. Following is a summary of recent statements by Dr. Porter:

Children who give the appearance of coming down with a common cold may in truth have measles, whooping cough, scarlet fever, diphtheria, epidemic meningitis, epidemic poliomyelitis, influenza, or pneumonia. For these reasons the careful management of children who may show the symptoms of a common cold is a matter of importance in communicable disease control.

As a matter of fact, the common cold itself in any child may be a serious affair. To neglect the care of a common cold in a child is neglect of the grossest type. If every child suffering from these common symp-

toms were isolated immediately, placed in bed, and made to rest until they had abated, many very serious diseases might be controlled better. It is doubtful, in fact, that there is any other single measure in communicable disease control that might be more effective.

## ANNIVERSARY OF THE BIRTH OF THEODORE ROOSEVELT

Tuesday, October 27, 1931, will mark the seventy-third anniversary of the birth of Theodore Roosevelt. It is well for the students in the schools of California to know something of the life and ideals of this outstanding American. A suggested program for commemorating this anniversary may be had upon request to the Woman's Roosevelt Memorial Association, Roosevelt House, 28 East Twentieth street, New York, N. Y.

## STANDARD SCHOOL BROADCAST

The fourth consecutive year (Series 1931–1932) of the Standard School Broadcast began on September 17, 1931, with lectures again presented on Thursday mornings, elementary, 11.00–11.20; advanced, 11.25–11.45, over KFSD (San Diego), KFI (Los Angeles), KPO (San Francisco), KGO (Oakland), KGW (Portland), KOMO (Seattle), and KHQ (Spokane). The closely affiliated Thursday evening Standard Symphony Hour will be broadcast on and after October 1, 1931, at 8.15–9.15 over KFI, KGO, KGW, KOMO, KHQ, instead of at 7.30–8.30, as at present.

History and Theory of Music, Musical Characterization, and Instrumentation and Vocalization will be studied in each of the three terms comprising the course, each term being a complete unit in itself.

Vocal solos and study of the relationship of vocal to symphonic music will be a new feature of the course.

Printed lesson material, including digests of lessons, biographical notes on composers, historical or other background material, illustrated analyses of compositions, detailed exposition of subjects, a comprehensive bibliography, and suggestions for correlating the broadcast with other school subjects, are issued without charge, in advance of broadcast lectures, to any accredited teacher requesting them from the Standard Oil Company of California, 225 Bush street, San Francisco.

## UNEMPLOYMENT RELIEF

The President's Organization on Unemployment Relief has issued a reference list of organizations and individuals in charge of student loan and aid funds. Copies may be had from Fred C. Croxton, Assistant Director, Department of Commerce Building, Washington, D. C.

## CATALOG FOR HIGH SCHOOL LIBRARIES

The STANDARD CATALOG FOR HIGH SCHOOL LIBRARIES, published by the H. W. Wilson Company, a concern engaged in compiling and publishing selected catalogs of books and indexes to periodicals, is widely used in making selections for high school libraries. The index classifies the books listed by the Dewey Decimal system with a subject index at the end. A supplement has been prepared which lists the Library of Congress card numbers. Books suggested for first purchase by school libraries are starred. The grouping includes numerous subdivisions to make the list more useful in selecting books on one subject.

The publishers deliver the annual supplements without charge to those who have purchased the complete catalog. The monthly Standard Catalog is also furnished to purchasers of the complete catalog. The price of the catalog may be secured upon application to the H. W. Wilson Company, 950 University avenue, New York, N. Y.

## CALIFORNIA CONTINUATION EDUCATION ASSOCIATION

The annual meeting of the Continuation Education Association of California was held at the University of California at Los Angeles, June 27, 1931. Mr. J. E. Carpenter of Sacramento was elected president for 1931–1932.

## RULING BY INDUSTRIAL WELFARE COMMISSION

The Industrial Welfare Commission, after giving careful consideration to all the factors involved, has ruled that members of duly supervised vocational classes in the packing industry may work one hundred hours without pay, thereafter to be paid not less than the apprenticeship wage in this industry, which would be 25 cents per hour for three months, after which the minimum wage of 33⅓ cents per hour prevails.

## BETTER FILMS COMMITTEE OF THE DAUGHTERS OF THE AMERICAN REVOLUTION

The Better Films Committee of the National Society, Daughters of the American Revolution, issues a bimonthly Guide to Motion Pictures which circulates among clubs, colleges, churches, and schools. Films are graded by a previewing committee in Hollywood with reference to their suitability for family entertainment as follows: excellent, good, mediocre, not recommended. The chairmen of the Daughters of the American Revolution encourage exhibitors to give Friday night family programs. Further information may be had by addressing Mrs. Mildred Lewis Russel, Chairman, Better Films Committee, 1222 N. Sweetzer avenue, Los Angeles, California.

## CHARACTER EDUCATION SERIES

A publication, THE HOPE OF A NATION CHARACTER SERIES, has been prepared by the Palmer Publishing Company. It is designed as an aid to teachers in preparing programs of character development. Further information may be had by writing the Palmer Publishing Company, Y. W. C. A. building, Kansas City, Missouri.

## OLYMPIC GAMES

Since the Tenth Olympiad will be held in Los Angeles during the summer of 1932, the pupils attending California schools will be interested in the history of the Olympic games, both modern and ancient.

The STORY OF THE OLYMPIC GAMES WITH OFFICIAL RECORDS has been published in a booklet of 64 pages by the Times-Mirror Printing and Binding House in Los Angeles. This book gives the list of officers and directors of the Tenth Olympiad committee; explains how the games were secured for Los Angeles; and tells the story of the ancient Olympic games, the modern Olympic games, and the official records held.

Physical education instructors will do well to become acquainted with this volume and may, with profit, discuss its contents with students in their physical education classes. The book may be purchased from the Times-Mirror Company, 118 South Broadway, Los Angeles.

# Significant Facts Concerning California Schools

## FIRST APPORTIONMENT OF STATE SCHOOL FUNDS, 1931–32

The first apportionment of state school funds for the school year ending June 30, 1932, was made on September 10, 1931. These funds were apportioned to the more than 3,500 school districts based upon the following average daily attendance reported for the preceding school year.

**Average Daily Attendance, 1930–31, and Percentage of Increase Over 1929–30 by Divisions of the State School System**

| Divisions of the state school system | Average daily attendance 1930-31 | Per Cent of increase over 1929-30 |
|---|---|---|
| Elementary schools, including grades seven and eight in junior high schools | 678,023 | 2.58 |
| High schools, including grades nine and ten in junior high schools and junior college courses in high schools | 246,355 | 7.58 |
| District junior colleges | 10,192 | 18.1 |
| Total | 934,570 | 4.01 |

Due to legislation enacted by the Legislature of 1931, the state elementary school fund has been apportioned to each elementary school district, rather than to the several counties of the state as the law previously required. This change makes for greater uniformity in apportioning school funds, as the state high school and junior college funds have always been apportioned to each district concerned. The number of pages included in the apportionment publication has increased markedly this year, and it is now possible to determine the amount to be received by each school district in the state.

The state will apportion a total of $1,051,200 to the district junior colleges during the year 1931–32. Only 50 per cent of this total amount can be transferred to the respective county treasuries at this time, however, due to the late arrival of Federal moneys accruing to the state junior college fund. The remaining 50 per cent of the junior college apportionment will be forwarded to the county treasurers as soon as possible.

The following table, which is a partial summary of the apportionment publication, indicates the amount of state funds to be apportioned for school purposes:

FIRST APPORTIONMENT OF STATE SCHOOL FUNDS FOR THE FISCAL YEAR 1931-1932

State Funds Apportioned to:

| Counties | Elementary Schools | High Schools | District Junior Colleges | Total |
|---|---|---|---|---|
| Alameda | $1,203,810 23 | $769,920 00 | | $1,280,730 23 |
| Alpine | 2,100 00 | | | 2,100 00 |
| Amador | 33,047 00 | 6,600 00 | | 39,647 00 |
| Butte | 128,800 00 | 16,750 00 | | 145,550 00 |
| Calaveras | 30,667 00 | 4,400 00 | | 35,067 00 |
| Colusa | 40,992 00 | 11,960 00 | | 52,952 00 |
| Contra Costa | 279,119 16 | 29,130 00 | | 308,249 16 |
| Del Norte | 19,674 00 | 2,538 00 | | 22,212 00 |
| El Dorado | 45,556 00 | 2,200 00 | | 47,756 00 |
| Fresno | 580,398 18 | 66,350 00 | | 646,748 18 |
| Glenn | 56,297 00 | 9,040 00 | | 65,337 00 |
| Humboldt | 171,830 00 | 16,440 00 | | 188,270 00 |
| Imperial | 231,000 00 | 23,660 00 | | 254,660 00 |
| Inyo | 29,400 00 | 9,040 00 | | 38,440 00 |
| Kern | 330,400 00 | 27,511 00 | | 357,911 00 |
| Kings | 114,821 00 | 9,560 00 | | 124,381 00 |
| Lake | 34,667 14 | 11,880 00 | | 46,547 14 |
| Lassen | 51,800 00 | 9,260 00 | | 61,060 00 |
| Los Angeles | 5,723,818 27 | 296,366 98 | $374,800 00 | 6,394,985 25 |
| Madera | 89,558 00 | 8,320 00 | | 97,878 00 |
| Marin | 102,473 00 | 9,400 00 | 38,700 00 | 150,573 00 |
| Mariposa | 20,146 00 | 2,200 00 | | 22,346 00 |
| Mendocino | 119,700 00 | 24,880 00 | | 144,580 00 |
| Merced | 165,585 00 | 17,320 00 | | 182,905 00 |
| Modoc | 39,900 00 | 10,450 00 | | 50,350 00 |
| Mono | 7,700 00 | | | 7,700 00 |
| Monterey | 195,279 98 | 19,400 00 | | 214,679 98 |
| Napa | 68,789 00 | 8,640 00 | | 77,429 00 |
| Nevada | 40,600 00 | 6,840 00 | | 47,440 00 |
| Orange | 403,526 67 | 38,520 00 | 98,500 00 | 540,546 67 |
| Placer | 106,188 00 | 11,720 00 | | 117,908 00 |
| Plumas | 30,100 00 | 7,460 00 | | 37,560 00 |
| Riverside | 279,566 00 | 27,980 00 | 40,100 00 | 347,646 00 |
| Sacramento | 409,414 84 | 20,884 00 | 143,500 00 | 573,798 84 |
| San Benito | 55,601 00 | 6,200 00 | | 61,801 00 |
| San Bernardino | 446,535 92 | 36,215 00 | 105,700 00 | 588,450 92 |
| San Diego | 594,231 47 | 44,770 00 | | 639,001 47 |
| San Francisco | 1,124,418 00 | 46,239 00 | | 1,170,657 00 |
| San Joaquin | 342,331 00 | 21,760 00 | | 364,091 00 |
| San Luis Obispo | 116,900 00 | 19,480 00 | | 136,380 00 |
| San Mateo | 237,057 54 | 21,600 00 | 71,800 00 | 330,457 54 |
| Santa Barbara | 197,541 00 | 22,449 16 | | 219,990 16 |
| Santa Clara | 459,431 38 | 31,157 00 | 64,600 00 | 555,188 38 |
| Santa Cruz | 125,251 71 | 10,200 00 | | 135,451 71 |
| Shasta | 81,900 00 | 6,760 00 | | 88,660 00 |
| Sierra | 9,800 00 | 6,600 00 | | 16,400 00 |
| Siskiyou | 116,900 00 | 24,840 00 | | 141,740 00 |
| Solano | 117,545 00 | 17,760 00 | | 135,305 00 |
| Sonoma | 230,139 00 | 23,700 00 | 28,600 00 | 282,439 00 |
| Stanislaus | 226,569 00 | 23,780 00 | 67,700 00 | 318,049 00 |
| Sutter | 63,700 00 | 10,120 00 | | 73,820 00 |
| Tehama | 65,702 00 | 7,290 00 | | 72,992 00 |
| Trinity | 18,900 00 | 2,200 00 | | 21,100 00 |
| Tulare | 332,219 00 | 35,160 00 | | 367,379 00 |
| Tuolumne | 37,275 00 | 4,960 00 | | 42,235 00 |
| Ventura | 205,100 00 | 26,460 00 | | 231,560 00 |
| Yolo | 86,094 07 | 11,920 00 | | 98,014 07 |
| Yuba | 47,600 00 | 7,300 00 | 17,200 00 | 72,100 00 |
| State Migratory School Revolving Fund | 8,400 00 | | | 8,400 00 |
| Totals | $16,533,865 56 | $1,312,540 14 | $1,051,200 00 | $18,897,605 70 |

# Professional Literature

## A SELECTED LIST OF RECENT EDUCATIONAL PUBLICATIONS IN THE CALIFORNIA STATE LIBRARY

AN INTERPRETATIVE HISTORY OF EDUCATION, by J. Franklin Messenger. Thomas Y. Crowell Company, 1931. $2.00.

While the author follows the story of education from primitive times to the twentieth century he makes clear in his preface that his aim is to present the views and practices of ancient people with reference to their bearing upon modern education. He even states that he has intended every chapter, regardless of its title, to be a chapter dealing with some phase of American education.

---

CULTURAL EDUCATION AND COMMON SENSE, by D. S. Snedden. The Macmillan Company, 1931. $2.00.

The author presents in this book what he considers some common sense interpretations of culture, analyzes the problems of advancing culture in America, and considers cultural educations through various subjects of the school curriculum. The biographical notes include magazine essays and articles as well as books.

---

PROBLEMS IN EDUCATIONAL PSYCHOLOGY, by Walter J. Gifford and Clyde P. Shorts. Doubleday, Doran and Company, 1931. $3.00.

A textbook primarily for the use of teacher training classes. The material is arranged as follows: Part 1, Objectives and Scope of Educational Psychology; Part 2, Biological Foundations of Behavior; Part 3, Motivation of Behavior; Part 4, Psychology of Learning; Part 5, Individual Differences; Part 6, Growth and Development of Personality.

---

EARLY PROTESTANT EDUCATORS, by Frederick Eby. McGraw-Hill Book Company, 1931. $2.25.

A source book containing educational writings of Luther, Melanchthon, Calvin, Knox, and other leaders of Protestant thought in the sixteenth century. About half the book, including a sketch of his life and work, is devoted to Martin Luther.

GUIDANCE AT WORK, by Milo H. Stuart and DeWitt S. Morgan. McGraw-Hill Book Company, 1931. $1.25.

One of the publisher's series Vocational Monographs. The authors describe in thirteen short but detailed chapters the plan of organization and integration of the various guidance agencies of the Arsenal Technical Schools of Indianapolis. The book is illustrated by charts and forms as well as pictures.

---

THE SCHOOL FESTIVAL, by Adelaide Linnell. Chas. Scribner's Sons, 1931. $1.25.

The author of this volume in the Series on Childhood Education is teacher of music in the training department of Teachers College, Mankato, Minnesota. Most of the book is devoted to descriptions of various festivals given under Miss Linnell's direction. The festivals are grouped in this way: those built from original material, children's own stories, children's own ideas and experiences; festivals promoting feeling of international good will; festivals built upon legends; those built on children's favorite stories, and those developed from historical material suggested by regular classroom activities. The introduction and several preliminary chapters deal with the educational value of school festivals and with the problems of costuming, scenery and property, selection of music and methods of work.

---

COMMENCEMENT ACTIVITIES, by Harry C. McKown. The Macmillan Company, 1931. $2.50.

A comprehensive book made from a study in analysis of thousands of programs of all types from all kinds and sizes of schools located in various parts of the country. The contents include The Significance of Commencement and Basic Principles of Organization, The Selection and Work of the Speakers, Details of Commencement Activities and Procedures, Various Types of Programs, Other Commencement Activities, and The Evaluating of Commencement Activities.

---

PERSONALITY IN ITS TEENS, by W. Ryland Boorman. The Macmillan Company, 1931. $2.50.

This books presents the results of a detailed inquiry into the general influence and effectiveness of such features of work with boys, as Older Boys' Conferences, Camps, and Hi-Y clubs in producing desirable changes in personality. In gathering material the author carried on extensive correspondence with twenty or more boys of high school age and he quotes freely from their letters. In his introduction the author

treats of the personality of high school boys. Most of the book deals with the boy's human relationships, significant life situations which he is called upon to meet and the life principles that he evolves therefrom.

---

CURRENT PROCEDURE IN SELECTING TEXTBOOKS, by Frank A. Jensen. J. B. Lippincott Company, 1931. $2.40.

In determining the factors which influence and govern the selection of textbooks the author made an extensive study of current practices in cities having a population of 25,000 or more. One chapter answers the question: to what extent is the selection of textbooks influenced by the publishers? Another chapter summarizes laws controlling the selection of textbooks in cities. Other chapters describe the organization and work of committees for selecting and evaluating textbooks. A selected bibliography includes magazine articles and editorials as well as books, bulletins, and reports.

---

CAPITAL OUTLAY IN RELATION TO A STATE'S MINIMUM EDUCATIONAL PROGRAM, by Foster E. Grossnickle. Bureau of Publications, Teachers College, Columbia University, 1931.

One of the Contributions to Education of Teachers College, Columbia University. The study is an extremely technical, critical evaluation of several plans that have been proposed for equalization and capital outlay purposes. It contains numerous tables and graphs and a two-page bibliography.

# List of Available Publications of the California State Department of Education

| Bulletin number | Title of publication | Date of publication | No. of pages | Price |
|---|---|---|---|---|
| | **A. DIVISION OF ADULT AND CONTINUATION EDUCATION** | | | |
| | **New Series** | | | |
| A-1 | Supplementary Set of Lessons for Beginning Classes | 1930 | 24 | $0.10 |
| A-2 | Supplementary Set of Lessons for High Beginning and Low Intermediate Foreign Classes | 1930 | 39 | .10 |
| A-3 | Short Stories for High Beginning and Low Intermediate Foreign Students | 1931 | 39 | .10 |
| | **Former Series** | | | |
| ---- | English Pronunciation for Foreigners | 1924 | 35 | free |
| 5-D | Book I: Lessons in Oral English for Classes of Beginners—Women (reprint) | 1930 | 45 | .10 |
| 5-D | Book II: Oral English for Foreign Women | 1927 | 31 | .10 |
| 5-E | Lessons in Oral English for Beginners in Rural Schools | 1924 | 38 | .10 |
| 5-F | Series I: Little Journeys in California. Lessons in English for Intermediate Students (reprint) | 1927 | 28 | .10 |
| 5-H | A Drill Book in English Structure for Foreigners in Evening School (reprint) | 1930 | 44 | .10 |
| 5-J | Letter Writing and Written Composition for High Intermediate and Advanced Foreign Students (reprint) | 1929 | 32 | .10 |
| 5-K | Some American Customs, Business Ways and Business Men for Intermediate and Advanced Classes of Foreign Students (reprint) | 1929 | 31 | .10 |
| 5-L | Civic Lessons for Intermediate Students (reprint) | 1930 | 36 | .10 |
| 5-M | A Supplementary Reader for Women's Classes, Buying and Budgets and A Holiday Series | 1930 | 29 | .10 |
| 5-N | Home Lessons (Health and First Aid) for Women's Classes. A Supplementary Reader for Women's Classes (reprint) | 1930 | 24 | .10 |
| 5-O | Short Plays for Foreign Students in Evening Schools | 1929 | 34 | .10 |
| 5-P | Suggestions for an Evening School Newspaper for Foreign Students and Teachers of Foreign Students | 1929 | 25 | .10 |
| ---- | Community Exchange Bulletin (quarterly). Per year | ---- | -- | 1.00 |
| | **B. DIVISION OF ELEMENTARY EDUCATION AND RURAL SCHOOLS** | | | |
| | **New Series** | | | |
| B-1 | A Suggestive Course of Study in Industrial Art for Rural Schools | 1930 | 62 | .05 |
| B-2 | A Tentative Course of Study in Music for Rural Schools | 1928 | 64 | .10 |
| B-3 | Reference and Procedure for Supervisors of Child Welfare and School Attendance | 1930 | 60 | .50 |
| | **Former Series** | | | |
| 2-D | Suggestive State Course of Study for the Kindergarten-Primary grades. (Free to teachers in California Public Schools.) | 1922 | 156 | .50 |
| 2-E | Suggestive Course of Study in Music for Elementary Schools | 1925 | 8 | free |
| 2-G | Source Material for Bird and Arbor Day | 1927 | 107 | free |
| ---- | Suggestions for Public Schools Week | 1931 | 18 | free |

| Bulletin number | Title of publication | Date of publication | No. of pages | Price |
|---|---|---|---|---|
| | **C. DIVISION OF SECONDARY EDUCATION** | | | |
| | **New Series** | | | |
| C-2 | Federal and State Aided Instruction in Home Making for Girls and Women (reprint-revised) | 1930 | 28 | free |
| C-7 | Reading List for Junior High Schools (reprint) | 1928 | 35 | free |
| C-8 | The California Plan of Vocational Education—Teacher-Training Course in Home Making for Experienced Home Makers | 1929 | 7 | free |
| | **Former Series** | | | |
| 29 | Suggested Outline for a Four-Year Course in English for California Secondary Schools | 1926 | 28 | free |
| ---- | A New Opportunity for the Disabled (reprint-revised) | 1930 | 4 | free |
| ---- | Answers to Some Pertinent Questions Regarding the Vocational Agricultural Program | 1927 | 3 | free |
| | **D. DIVISION OF SPECIAL EDUCATION** | | | |
| | **New Series** | | | |
| D-1 | Analysis of State Laws Governing the Education of Physically Handicapped Children (reprint-revised) | 1929 | 8 | free |
| D-2 | Report of an Experiment in Nutrition at the California School for the Blind (reprint) | 1929 | 35 | free |
| | **Former Series—None** | | | |
| | **E. DIVISION OF HEALTH AND PHYSICAL EDUCATION** | | | |
| | **New Series** | | | |
| E-1 | A Curriculum for the Professional Preparation of Physical Education Teachers for Secondary Schools | 1930 | 109 | $0.25 |
| E-2 | A Score Card for Evaluating Physical Education Programs for High School Boys (free to high schools in the State) | 1931 | 46 | .25 |
| E-3 | A Score Card for Evaluating Physical Education Programs for High School Girls. (Free to high schools in the state) | 1931 | 47 | .25 |
| | **Former Series** | | | |
| 32 | Special Physical Training Activities for Secondary Schools | 1927 | 12 | free |
| ---- | Manual in Health Supervision and Instruction for the Elementary Schools of the State of California (reprint). (Free to elementary schools in the state.) | 1929 | 37 | .10 |
| ---- | Manual of Physical Education Activities for Elementary Schools. (Free to elementary schools in the state.) | 1929 | 386 | 1.25 |
| ---- | School Vision Charts (reprint) | 1930 | -- | free |
| ---- | Health and Development Report Cards for Elementary Schools (reprint) | 1928 | -- | free |
| | **F. STATE BOARD OF EDUCATION** | | | |
| | **New Series** | | | |
| F-1 | Rules and Regulations of the State Board of Education | 1930 | -- | free |

| Bulletin number | Title of publication | Date of publication | No. of pages | Price |
|---|---|---|---|---|
| | **Former Series** | | | |
| ---- | Excerpts from the School Code of the State of California, Part IV, Retirement of Teachers (reprint-revised) | 1929 | 15 | free |
| ---- | Circular of Information Regarding Teachers' Retirement Salary Law. Edition of 1930 (reprint-revised) | 1930 | 20 | free |
| ---- | Report of the California Public School Teachers' Retirement Salary Commission (reprint) | 1929 | 64 | free |
| ---- | List of Teachers Exempt from Salary Deductions. Edition of 1928 (reprint-revised) | 1928 | 64 | free |
| ---- | List of Teachers Confidential Personal Reports filed in 1919 | 1925 | 306 | free |
| ---- | List of Teachers Confidential Personal Reports filed in 1925–1926 | 1926 | 335 | free |
| ---- | List of Teachers Confidential Personal Reports filed in 1926–1927 | 1927 | 67 | free |
| ---- | List of Teachers Confidential Personal Reports filed in 1927–1928 | 1928 | 62 | free |
| ---- | List of Teachers Confidential Personal Reports filed in 1928–1929 | 1929 | 57 | free |

## G. THE DIRECTOR OF EDUCATION

| | | | | |
|---|---|---|---|---|
| | **General** | | | |
| ---- | Biennial Report, California State Department of Education, 1926–28. | | | |
| | Part I—General Report | 1929 | 352 | free |
| | Part II—Statistical Report | 1929 | 516 | free |
| ---- | School Code of California (free to county and city superintendents in California) | 1929 | 575 | $0.50 |
| ---- | California Schools, Vol. I, Numbers 1–12, inclusive, January–December, 1930 | ---- | -- | free |
| ---- | California Schools, Vol. II, Numbers 1–10, inclusive, January-October, 1931 | ---- | -- | free |
| ---- | Analysis of Public School Finance in California, (Reprinted from California Schools, March, 1930) | 1930 | 9 | free |
| ---- | List of Available Publications of the California State Department of Education. (Reprinted from California Schools, July, 1930) | 1930 | 6 | free |
| ---- | Teachers' Guide to Child Development (free to kindergarten-primary teachers and supervisors) | 1930 | 658 | $1.00 |
| ---- | Cooperation of Home and School in Secondary Education. A Guide for Conference Leaders | 1931 | 66 | free |
| | **New Series** | | | |
| G–1 | The California Public School System | 1931 | 29 | free |
| G–3 | The Junior College in California | 1928 | 48 | free |
| G–4 | Handbook on Continuation Education | 1930 | 56 | free |
| G–5 | The Application of the Conference Method to Curriculum Making | 1930 | 35 | free |
| G–6 | A Teachers Guide to Safety Instruction. First Division for Elementary Schools | 1931 | 82 | free |
| | **Former Series** | | | |
| ---- | The Story of Jedediah Smith, Who Blazed the Overland Trail to California (reprint) | 1930 | 8 | free |
| 6 | A Forest Fire Prevention Manual for the School Children of California | 1922 | 31 | free |

| Bulletin number | Title of publication | Date of publication | No. of pages | Price |
|---|---|---|---|---|
| | **H. DIVISION OF TEACHER TRAINING AND CERTIFICATION** | | | |
| | **New Series** | | | |
| H-1 | California State Teachers Colleges (revised) | 1930 | 14 | free |
| H-2 | Regulations Governing the Granting of State Teachers' Credentials and County Certificates in California (reprint) | 1928 | 67 | free |
| H-2 | Supplement to Bulletin No. H-2 Regulations Governing the Granting of Special State Teachers' Credentials in California | 1930 | 12 | free |
| | **Former Series—None** | | | |
| | **J. DIVISION OF RESEARCH AND STATISTICS** | | | |
| | **New Series** | | | |
| J-2 | Statistics of California City School Districts, 1927-28 | 1930 | 74 | free |
| ---- | Bulletin of Explanation of Charts | 1930 | 13 | free |
| ---- | Chart 1 Educational Statistics of Elementary Schools (22 inches by 29 inches) | 1930 | -- | $0.35 |
| ---- | Chart 2 Financial Statistics of Elementary Schools (22 inches by 29 inches) | 1930 | -- | .35 |
| ---- | Chart 3 Educational Statistics of High Schools (22 inches by 45 inches) | 1930 | -- | .35 |
| ---- | Chart 4 Financial Statistics of High Schools (22 inches by 29 inches) | 1930 | -- | .35 |
| J-3 | California Junior College Mental-Educational Survey | 1930 | 60 | free |
| | **Former Series** | | | |
| R-1 | Analysis of Current Expenditures for Secondary Schools, 1925-26 | 1927 | 23 | free |
| ---- | Some Statistics of Junior High Schools in California | 1926 | 9 | free |
| | **K. DIVISION OF SCHOOLHOUSE PLANNING** | | | |
| | **New Series** | | | |
| K-1 | Standards for Sanitary Fixtures in Public Schools | 1930 | 19 | $0.15 |
| K-2 | Standards for Public School Sites | 1930 | 15 | .15 |
| K-3 | The Type, Design, Installation, and Care of Blackboards | 1930 | 10 | .15 |
| | **Former Series** | | | |
| 20 | The Landscape Improvement of Rural School Grounds | 1917 | 52 | free |
| ---- | School Grounds, their Design and Development | 1922 | 36 | free |
| | **L. DIVISION OF LIBRARIES** | | | |
| | (Available on application to the State Library) | | | |
| | **General** | | | |
| ---- | Biennial Report of the California State Library, 1928 (reprint) | 1929 | 19 | free |

| Bulletin number | Title of publication | Date of publication | No. of pages | Price |
|---|---|---|---|---|
| | **New Series—None** | | | |
| | **Former Series** | | | |
| ---- | California County Free Libraries: Your County Your Responsibility | 1926 | 21 | free |
| ---- | California County Free Library Law (reprint-revised) | 1925 | 24 | free |
| ---- | California County Free Library Service to Schools (reprint-revised) | 1924 | 38 | free |
| ---- | Circular of Information for Applicants for Certificates of Qualification to Hold the Office of County Librarian in California (reprint-revised) | 1928 | 13 | free |
| ---- | Handbook of Information for the Use of Members of the California Legislature (reprint-revised) | 1929 | 55 | free |
| ---- | Library Laws of California (reprint-revised) | 1925 | 151 | free |
| ---- | Books for the Blind Department (Reprinted from News Notes of California Libraries, January, 1930) | 1930 | 17 | free |
| ---- | News Notes of California Libraries. Quarterly. (Free distribution to all libraries in California, and to the larger libraries in the United States, and to certain foreign libraries.) | ---- | -- | --- |
| | **M. DIVISION OF PUBLICATIONS AND TEXTBOOKS** | | | |
| | **New Series** | | | |
| M-3 | List of High School Textbooks (reprint-revised) | 1931 | 68 | free |
| M-4 | Information Regarding the Listing and Adoption of High School Textbooks in California | 1929 | 8 | free |
| | **Former Series—None** | | | |
| | **CALIFORNIA STATE HISTORICAL ASSOCIATION** | | | |
| ---- | California History Nugget. Monthly, October to May. To nonmembers per year | ---- | -- | $1.50 |

88849 9-31 2300

# CALIFORNIA SCHOOLS

Official Publication issued monthly by the

STATE DEPARTMENT OF EDUCATION

Entered as second-class matter May 8, 1930, at the Post Office at Sacramento, California, under the Act of August 24, 1912.

VOLUME II | OCTOBER, 1931 | NUMBER 10


SUPPLEMENT

# Directory of California Superintendents of Schools, October, 1931

## CONTENTS


I County Superintendents

II City Superintendents

III District Superintendents



CALIFORNIA STATE PRINTING OFFICE
HARRY HAMMOND, STATE PRINTER
SACRAMENTO, 1931

# I. COUNTY SUPERINTENDENTS OF SCHOOLS

| County | Superintendent | Address |
|---|---|---|
| Alameda | David E. Martin | Oakland |
| Alpine | Mrs. E. M. Bruns | Gardnerville, Nevada |
| Amador | Wallace A. Wilson | Jackson |
| Butte | Jay E. Partridge | Oroville |
| Calaveras | Charles Schwoerer | San Andreas |
| Colusa | Miss Perle Sanderson | Colusa |
| Contra Costa | Wm. H. Hanlon | Martinez |
| Del Norte | Harold Jenkin | Crescent City |
| El Dorado | E. J. Fitzgerald | Placerville |
| Fresno | Clarence W. Edwards | Fresno |
| Glenn | Edgar P. Mapes | Willows |
| Humboldt | Mrs. Bertha R. Murray | Eureka |
| Imperial | C. B. Collins | El Centro |
| Inyo | Mrs. Ada W. Robinson | Lone Pine |
| Kern | Herbert L. Healy | Bakersfield |
| Kings | Mrs. Elsie I. Bozeman | Hanford |
| Lake | Miss Minerva Ferguson | Lakeport |
| Lassen | Mrs. Jessie B. Madison | Susanville |
| Los Angeles | A. R. Clifton | Los Angeles |
| Madera | W. L. Williams | Madera |
| Marin | Jas. B. Davidson | San Rafael |
| Mariposa | Mrs. Lottie J. Wegener | Mariposa |
| Mendocino | Fred D. Patton | Ukiah |
| Merced | C. S. Weaver | Merced |
| Modoc | Chas. J. Toreson | Alturas |
| Mono | Mrs. Nora A. Archer | Bridgeport |
| Monterey | Jas. G. Force | Salinas |
| Napa | Miss Eva Holmes | Napa |
| Nevada | Mrs. Ella M. Austin | Nevada City |
| Orange | Ray Adkinson | Santa Ana |
| Placer | Mrs. Portia F. Moss | Auburn |
| Plumas | Miss Leolla B. Riffe | Quincy |
| Riverside | Ezra E. Smith | Riverside |
| Sacramento | R. E. Golway | Sacramento |
| San Benito | Miss Blanche L. Davis | Hollister |
| San Bernardino | Miss Ida M. Collins | San Bernardino |
| San Diego | Miss Ada York | San Diego |
| San Francisco | J. M. Gwinn | San Francisco |
| San Joaquin | John R. Williams | Stockton |
| San Luis Obispo | Robert L. Bird | San Luis Obispo |
| San Mateo | Miss Pansy Jewett Abbott | Redwood City |
| Santa Barbara | Mrs. Muriel Edwards | Santa Barbara |
| Santa Clara | J. E. Hancock | San Jose |
| Santa Cruz | Miss Edna Young | Santa Cruz |
| Shasta | Miss Bertha A. Merrill | Redding |
| Sierra | Miss Belle Alexander | Downieville |
| Siskiyou | L. S. Newton | Yreka |
| Solano | Dan H. White | Fairfield |
| Sonoma | O. F. Staton | Santa Rosa |
| Stanislaus | A. G. Elmore | Modesto |
| Sutter | George F. Algeo | Yuba City |
| Tehama | Mrs. Alta S. Ohrt | Red Bluff |
| Trinity | Mrs. Clara E. Kreiss | Weaverville |
| Tulare | J. E. Buckman | Visalia |
| Tuolumne | G. P. Morgan | Sonora |
| Ventura | Mrs. Blanche Reynolds | Ventura |
| Yolo | Mrs. Rowena M. Norton | Woodland |
| Yuba | Mrs. Agnes W. Meade | Marysville |

## II. CITY SUPERINTENDENTS OF SCHOOLS

| City | County | Superintendent | Superintendent in charge of: Elementary school district only[1] | Elementary and high school districts | Elementary, high school and junior college districts |
|---|---|---|---|---|---|
| Alameda | Alameda | William G. Paden | | x | |
| Albany | Alameda | John Franklin West | | x | |
| Alhambra | Los Angeles | Forest V. Routt | | x | |
| Bakersfield | Kern | L. E. Chenoweth | x | | |
| Berkeley | Alameda | Lewis W. Smith | | x | |
| Burbank | Los Angeles | Frank A. Henderson | | x | |
| Chico | Butte | Charles H. Camper | | x | |
| Compton | Los Angeles | J. William Gastrich | x | | |
| Eureka | Humboldt | George B. Albee | | x | |
| Fresno | Fresno | O. S. Hubbard | | x | |
| Glendale | Los Angeles | Richardson D. White | x | | |
| Grass Valley | Nevada | J. S. Hennessy | | x | |
| Inglewood | Los Angeles | George Wilmot Crozier | x | | |
| Long Beach | Los Angeles | W. L. Stephens | | | x |
| Los Angeles | Los Angeles | Frank A. Bouelle | | x | |
| Modesto | Stanislaus | J. H. Bradley | | x | |
| Oakland | Alameda | Willard E. Givens | | x | |
| Oroville | Butte | C. A. Fylling | x | | |
| Palo Alto | Santa Clara | A. C. Barker | x | | |
| Pasadena | Los Angeles | John A. Sexson | | | x |
| Petaluma | Sonoma | David M. Durst | | x | |
| Piedmont | Alameda | H. W. Jones | | x[2] | |
| Pomona | Los Angeles | Emmett Clark | | x | |
| Richmond | Contra Costa | Walter T. Helms | | x[3] | |

| | | | | | |
|---|---|---|---|---|---|
| Riverside | Riverside | Ira C. Landis | | | x |
| Sacremanto | Sacramento | Charles C. Hughes | | | x |
| Salinas | Monterey | R. D. Case | x | | |
| San Bernardino | San Bernardino | L. E. Adams | | x | |
| San Diego | San Diego | Walter R. Hepner | | x | |
| San Francisco | San Francisco | J. M. Gwinn | | x | |
| San Jose | Santa Clara | Walter L. Bachrodt | | | x |
| San Luis Obispo | San Luis Obispo | Charles E. Teach | | x | |
| San Rafael | Marin | Oliver R. Hartzell | | x[2] | |
| Santa Ana | Orange | Percy R. Davis | | | x |
| Santa Barbara | Santa Barbara | Paul E. Stewart | | x | |
| Santa Clara | Santa Clara | Chas. W. Townsend | | x[4] | |
| Santa Cruz | Santa Cruz | C. Ray Holbrook | | x | |
| Santa Monica | Los Angeles | Frederick F. Martin | | x | |
| Santa Rosa | Sonoma | Jerome O. Cross | | x | |
| Stockton | San Joaquin | Ansel S. Williams | | x | |
| Tulare | Tulare | S. J. Brainerd | | x[3] | |
| Vallejo | Solano | Elmer L. Cave | | x | |
| Ventura | Ventura | E. L. Van Dellen | | x[3] | |
| Visalia | Tulare | De Witt Montgomery | | x[3] | |

[1] Union high school district under separate administration.
[2] Also employed as high school principal.
[3] Employed as city superintendent of elementary school district and district superintendent of high school district.
[4] Employed as city superintendent of elementary school district, district superintendent of the high school district and high school principal.

# III. DISTRICT SUPERINTENDENTS OF SCHOOLS

| County, district and post office address | Superintendent | Type of administration | | | | | |
|---|---|---|---|---|---|---|---|
| | | Superintendent in charge of: | | | Also principal of: | | |
| | | Elementary schools | High schools | Junior college | Elementary schools | High schools | Junior college |
| Alameda County— | | | | | | | |
| Emeryville Elementary and Emeryville High | John H. Napier, Jr. | x | x | | | x | |
| Livermore Elementary | Guy E. Brown | x | | | x | | |
| San Leandro Elementary | W. O. Davies | x | | | x | | |
| San Lorenzo Elementary | C. E. Lawson | x | | | | | |
| Butte County— | | | | | | | |
| Gridley Elementary | E. V. Cain | x | | | | | |
| Contra Costa County— | | | | | | | |
| Antioch-Live Oak Union Elementary (Antioch) and Antioch High | Roger S. Phelps | x | x | | x | x | |
| Carquinez Elementary (Crockett) | Geo. A. Johnson | x | | | | | |
| Concord Elementary | W. D. Hill | x | | | | | |
| Martinez Elementary | Alice E. Kelly | x | | | | | |
| Pittsburg Elementary and Pittsburg High | F. S. Ramsdell | x | x | | x | x | |
| Richmond Union High | Walter T. Helms | x[1] | x | | | | |
| Walnut Creek Elementary | Robert E. Gibson | x | | | | | |
| Del Norte County— | | | | | | | |
| Crescent-Elk Elementary (Crescent City) | Fred S. Powles | x | | | x | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| Fresno County— | | | | | | |
| Caruthers Elementary and Caruthers Union High | C. L. Walton | x | x | | | x |
| Clovis Elementary and Clovis Union High | Paul E. Andrew | x | x | | | x |
| Coalinga Elementary and Coalinga Union High | C. L. Geer | x | x | | | x |
| Fowler Elementary | A. F. Bassett | x | | | x | |
| Kingsburg Joint Union Elementary and Kingsburg Joint Union High | I. V. Funderburgh | x | x | | | x |
| Reedley Elementary | J. H. Catlin | x | | | | |
| Sanger Elementary | J. L. Sloane | x | | | | |
| Selma Elementary | Charles Edgecomb | x | | | | |
| Glenn County— | | | | | | |
| Orland Union Elementary | C. K. Price | x | | | x | |
| Imperial County— | | | | | | |
| Brawley Elementary | George R. McIntire | x | | | | |
| Calexico Elementary and Calexico Union High | D. P. Choisser | x | x | | | x |
| Calipatria Elementary and Calipatria Union High | E. Lester Cox | x | x | | | x |
| El Centro Elementary | B. M. Gruwell | x | | | | |
| Holtville Elementary | A. P. Shibley | x | | | | |
| Imperial Union Elementary and Imperial Valley Union High (Imperial) | M. B. Hockenberry | x | x | | | x |
| Westmoreland Elementary | James C. Ramsaur | x | | | | |
| Kern County— | | | | | | |
| Conley Elementary (Taft) | J. A. Joyce | x | | | | |
| Delano Union Elementary | M. E. Benton | x | | | | |
| Midway Elementary (Fellows) | R. N. Hatch | x | | | | |
| Paleto Elementary (Maricopa) and Maricopa High | J. R. Cookman | x | x | | | x |
| Standard Elementary (Oildale) | N. H. Farnham | x | | | | |
| Wasco Union Elementary | K. F. Clemens | x | | | | |

[1] Employed as city superintendent of elementary school district.

## III. DISTRICT SUPERINTENDENTS OF SCHOOLS—Continued

| County, district and post office address | Superintendent | Type of administration | | | | | |
|---|---|---|---|---|---|---|---|
| | | Superintendent in charge of: | | | Also principal of: | | |
| | | Elementary schools | High schools | Junior college | Elementary schools | High schools | Junior college |
| Kings County— | | | | | | | |
| Corcoran Elementary | W. R. Engvall | x | | | x | | |
| Hanford Elementary | C. E. Denham | x | | | | | |
| Lemoore Elementary | T. C. Allen | x | | | x | | |
| Lassen County— | | | | | | | |
| Westwood Elementary and Westwood High | Geo. H. Geyer | x | x | | | x | |
| Los Angeles County— | | | | | | | |
| Antelope Valley Joint Union High (Lancaster) | John R. Nichols | | x | x | | x | x |
| Arcadia Elementary | Homer F. Aker | x | | | | | |
| Artesia Elementary | Ralph F. Essert | x | | | | | |
| Azusa City Elementary (Azusa) | Chas. C. Carpenter | x | | | | | |
| Baldwin Park Elementary | John Hampton Watts | x | | | | | |
| Bellflower Elementary | D. S. Presnall | x | | | | | |
| Beverly Hills Elementary | E. J. Hummel | x | | | | | |
| Charter Oak Elementary, Covina Elementary, West Covina Elementary and Covina Union High | Bea S. Millikan | x | x | | | x | |
| Claremont City Elementary and Claremont High | Earl Thompson | x | x | | | x | |
| Clearwater Elementary | Howard N. Tanner | x | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Compton Union High and Compton Junior College | O. S. Thompson | | x | x | | x | x |
| Crescenta Elementary (La Crescenta) | Guy A. Weakley | x | | | x | | |
| Culver City Elementary | Bessie Olive Brown | x | | | x | | |
| Downey Elementary | Spencer V. Williams | x | | | x | | |
| Downey Union High | Frank F. Otto | | x | | | x | |
| El Monte Elementary | Frank M. Wright | x | | | x | | |
| El Monte Union High | Henry August Keeley | | x | | | x | |
| El Segundo Elementary and El Segundo High | C. L. Broadwater | x | x | | | x | |
| Excelsior Union High (Norwalk) | Ralph F. Burnight | | x | | | x | |
| Garvey Elementary (Wilmar) | Minnie L. E. Rosenberry | x | | | x | | |
| Glendale Union High and Glendale Junior College | George U. Moyse | | x | x | | x | x |
| Glendora Elementary | Wirt C. Williams | x | | | | | |
| Grant Elementary (Redondo Beach) | Hallie H. Gillis | x | | | x | | |
| Hawthorne Elementary | Inez Durnford | x | | | x | | |
| Hermosa Peach Elementary | Chas. D. Jones | x | | | | | |
| Hudson Elementary (Puente) | Douglas P. Lucas | x | | | | | |
| Huntington Park Elementary | Chas. Lee Johns | x | | | | | |
| Huntington Park Union High | K. L. Stockton | | x | | | x | |
| Inglewood Union High | George M. Green | | x | | | x | |
| Jefferson Elementary (Lennox) | James C. Haines | x | | | x | | |
| La Verne City Elementary | Ray R. Cullen | x | | | | | |
| Lawndale Elementary | Lucille Jones Smith | x | | | x | | |
| Los Nietos Elementary | Ada Shuman Nelson | x | | | x | | |
| Lynwood Elementary | Coral Franz Mercer | x | | | x | | |
| Manhattan Beach Elementary | Clarence A. Marcy | x | | | x | | |
| Monrovia Elementary and Monrovia-Arcadia-Duarte Union High (Monrovia) | J. Warren Ayer | x | x | | | x | |
| Montebello Elementary and Montebello High | Mark R. Jacobs | | x | | | x | |
| Norwalk Elementary | Don T. Delmet | x | | | x | | |
| Ranchito Elementary (Pico) | Dale H. Evans | x | | | | | |
| Redondo Beach Elementary | Elliott B. Thomas | x | | | | | |
| Rosemead Elementary | Johnathan B. Potter | x | | | x | | |
| San Dimas Elementary | Fred W. Ekstrand | x | | | x | | |

## III. DISTRICT SUPERINTENDENTS OF SCHOOLS—Continued

| County, district and post-office address | Superintendent | Type of administration | | | | | |
|---|---|---|---|---|---|---|---|
| | | Superintendent in charge of: | | | Also principal of: | | |
| | | Elementary schools | High schools | Junior college | Elementary schools | High schools | Junior college |
| Los Angeles County—Continued | | | | | | | |
| San Gabriel Elementary | Robert Bruce Walter | x | | | | | |
| San Marino Elementary | Elmer C. Neher | x | | | | | |
| South Pasadena Elementary and South Pasadena High | George C. Bush | x | x | | | | |
| South Santa Anita Elementary | Margaret T. Pyle | x | | | x | | |
| South Whittier Elementary | Wm. Henry Johnson | x | | | x | | |
| Tweedy Elementary (South Gate) | Alex Verhusen | x | | | x | | |
| West Whittier Elementary | Irene H. B. Whitcomb | x | | | x | | |
| Whittier City Elementary | S. H. Thompson | x | | | | | |
| Whittier Union High | D. A. Stouffer | | x | | | x | |
| Willowbrook Elementary | C. Jay Boyington | x | | | | | |
| Madera County— | | | | | | | |
| Madera Elementary and Madera Union High | M. C. Taylor | x | x | | | x | |
| Marin County— | | | | | | | |
| Fairfax Elementary | Wade F. Thomas | x | | | | | |
| Kentfield Elementary | Wade F. Thomas | x | | | | | |
| Larkspur Elementary | N. N. Cummins | x | | | | | |
| Mill Valley Elementary | A. W. Ray | x | | | | | |
| San Anselmo Elementary | Wade F. Thomas | x | | | | | |
| Sausalito Elementary | A. W. Ray | x | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Mendocino County— | | | | | | | |
| Fort Bragg Union Elementary and Fort Bragg Union High | Roy Good | x | x | | | | |
| Merced County— | | | | | | | |
| Los Banos Elementary | R. M. Miano | x | | | x | | |
| Merced Union Elementary | C. S. Clark | x | | | x | | |
| Monterey County— | | | | | | | |
| Del Monte Elementary | Ruby J. Smith | x | | | | | |
| Monterey Elementary | J. H. Graves | x | | | | | |
| Monterey Union High | J. R. McKillop | | x | | | | |
| Napa County— | | | | | | | |
| Napa Elementary and Napa Union High | E. E. Crawford | x | x | | | x | |
| St. Helena Elementary | T. B. Street | x | | | x | | |
| Orange County— | | | | | | | |
| Anaheim Elementary | M. A. Gauer | x | | | | | |
| Brea Elementary | W. E. Fanning | x | | | | | |
| Buena Park Elementary | A. F. Corey | x | | | x | | |
| Costa Mesa Elementary | D. H. Evans | x | | | x | | |
| El Modena Elementary | J. D. Hayes | x | | | x | | |
| Fullerton Elementary | R. E. Green | x | | | | | |
| Garden Grove Elementary | S. R. Fitz | x | | | | | |
| Huntington Beach Elementary | C. B. Baldwin | x | | | | | |
| La Habra Elementary | E. R. Berry | x | | | | | |
| Newport Beach Elementary | H. O. Ensign | x | | | x | | |
| Ocean View Elementary | R. A. Schostag | x | | | x | | |
| Orange Elementary | George C. Sherwood | x | | | | | |
| Placentia Elementary | Glenn A. Riddlebarger | x | | | | | |
| Tustin Elementary | C. A. Weise | x | | | x | | |
| Westminster Elementary | J. M. Monroe | x | | | x | | |
| Placer County— | | | | | | | |
| Roseville Elementary | Warren T. Eich | x | | | | | |

## III. DISTRICT SUPERINTENDENTS OF SCHOOLS—Continued

| County, district and post-office address | Superintendent | Type of administration | | | | | |
|---|---|---|---|---|---|---|---|
| | | Superintendent in charge of: | | | Also principal of: | | |
| | | Elementary schools | High schools | Junior college | Elementary schools | High schools | Junior college |
| Riverside County— | | | | | | | |
| Beaumont Elementary and Beaumont Beaumont High | Harold D. Young | x | x | | | x | |
| Corona Elementary and Corona High | Glen D. Wight | x | x | | | x | |
| Hemet Union Elementary and Hemet Union High | Paul G. Ward | x | x | | | x | |
| Palo Verde Valley Union Elementary (Blythe) and Palo Verde Valley Union High (Blythe) | Geo. W. Scott | x | x | | | x | |
| San Jacinto Elementary and San Jacinto High | Edw. O. Amundsen | x | x | | | x | |
| Sacramento County— | | | | | | | |
| Fruitridge Elementary (Sutter Avenue, Sacramento) | Ethel I. Baker | x | | | x | | |
| North Sacramento Elementary (Dixie Anne Avenue, North Sacramento) | F. Eugene Foster | x | | | | | |
| San Benito County— | | | | | | | |
| Hollister Elementary | C. A. Brittell | x | | | x | | |
| San Bernardino County— | | | | | | | |
| Chino Elementary and Chino High | L. F. Collins | x | x | | | x | |
| Colton Elementary | John H. Waldron | x | | | | | |
| Needles Elementary and Needles High | John Branigan | x | x | | | x | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Ontario Elementary | Claude W. Randall | x | | | | | |
| Redlands Elementary and Redlands High | Henry G. Clement | x | x | | | | |
| Upland Elementary | Harold Cook | x | | | | | |
| San Diego County— | | | | | | | |
| Cajon Valley Union Elementary (El Cajon) | Leonard O. Barry | x | | | x | | |
| Coronado Elementary | Fred A. Boyer | x | | | x | | |
| Coronado High | J. Leslie Cutler | | x | | | x | |
| Escondido Elementary | J. W. Lawson | x | | | | | |
| National Elementary (National City) | Benjamin H. Gibbon | x | | | | | |
| Oceanside Elementary | Jack R. Tenney | x | | | x | | |
| Sweetwater Union High (National City) | Guy Hudgins | | x | | | x | |
| San Joaquin County— | | | | | | | |
| Lodi Elementary | Will E. Wiley | x | | | | | |
| Manteca Elementary | Harry E. Shaffer | x | | | | | |
| Tracy Elementary | Earl B. Shoesmith | x | | | | | |
| San Luis Obispo County— | | | | | | | |
| Atascadero Elementary and Margarita Black Union High (Atascadero) | A. M. Fosdick | x | x | | | x | |
| Paso Robles Elementary and Paso Robles Union High | J. A. Raitt | x | x | | | x | |
| San Mateo County— | | | | | | | |
| Burlingame Elementary | L. D. Henderson | x | | | | | |
| Hillsborough Elementary (San Mateo) | A. R. Romer | x | | | | | |
| Jefferson Elementary (Daly City) | R. L. Crane | x | | | | | |
| Redwood City Elementary | John Gill | x | | | | | |
| San Bruno Elementary | Henry C. Hall, Jr. | x | | | | | |
| San Mateo Elementary | George W. Hall | x | | | | | |
| San Mateo Union High and San Mateo Junior College | Homer Martin | | x | x | | x | |
| South San Francisco Elementary | A. C. Kleemeyer | x | | | | | |

## III. DISTRICT SUPERINTENDENTS OF SCHOOLS—Continued

| County, district and post-office address | Superintendent | Type of administration | | | | | |
|---|---|---|---|---|---|---|---|
| | | Superintendent in charge of: | | | Also principal of: | | |
| | | Elementary schools | High schools | Junior college | Elementary schools | High schools | Junior college |
| Santa Barbara County— | | | | | | | |
| Carpinteria Union Elementary | Harry A. Lintz | x | | | x | | |
| Guadalupe Joint Union Elementary | Frank R. Johnson | x | | | x | | |
| Lompoc Union Elementary | Clarence Ruth | x | | | x | | |
| Orcutt Union Elementary | L. H. McKenzie | x | | | x | | |
| Santa Maria Elementary | Robert A. Bruce | x | | | | | |
| Santa Clara County— | | | | | | | |
| Campbell Union Elementary | Ira R. Abbott | x | | | x | | |
| Fremont Union High (Sunnyvale) | Verne Hall | | x | | | x | |
| Gilroy Elementary and Gilroy Union High | E. E. Brownell | x | x | | x | x | |
| Los Gatos Elementary | R. J. Fisher | x | | | x | | |
| Mountain View Union High | Delbert Brunton | | x | | | x | |
| Santa Clara Elementary and Santa Clara Union High | Chas. W. Townsend | x[1] | x | | | x | |
| Willow Glen Elementary (San Jose) | Chas. R. Crooke | x | | | x | | |
| Santa Cruz County— | | | | | | | |
| Watsonville Elementary and Watsonville Union High | T. S. MacQuiddy | x | x | | | x | |
| Siskiyou County— | | | | | | | |
| Dunsmuir Elementary | E. R. Deering | x | | | x | | |
| McCloud Union Elementary | Herndon C. Ray | x | | | x | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| McCloud Union Elementary | Herndon C. Ray | x | | | x | | |
| Siskiyou Union High | A. G. Grant (Mt. Shasta) | | x | | | | |
| Weed Union Elementary | George E. Towns | x | | | | | |
| Yreka Elementary | George E. Luttrell | x | | | x | | |
| Solano County— | | | | | | | |
| Benicia Elementary | H. P. Short | x | | | x | | |
| Fairfield Elementary | Mark G. Woods | x | | | x | | |
| Rio Vista Joint Elementary | P. G. Jacobs | x | | | x | | |
| Vaca Valley Union Elementary (Vacaville) | E. H. Padan | x | | | x | | |
| Sonoma County— | | | | | | | |
| Watmaugh Elementary (Sonoma) and Sonoma Valley Union High (Sonoma) | L. H. Golton | x | x | | | x | |
| Stanislaus County— | | | | | | | |
| Oakdale Union Elementary | J. J. Berry | x | | | x | | |
| Turlock Elementary | Della B. Heisser | x | | | | | |
| Sutter County— | | | | | | | |
| Live Oak Elementary | F. C. Darby | x | | | x | | |
| Sutter Union High | Leo A. Wadsworth | | x | | | x | |
| Yuba City Elementary | C. D. Winship | x | | | x | | |
| Tehama County— | | | | | | | |
| Corning Union High | W. J. Pierce | | x | | | x | |
| Red Bluff Elementary | John D. Sweeney | x | | | | | |
| Red Bluff Union High | Robert R. Hartzell | | x | | | x | |
| Tulare County— | | | | | | | |
| Dinuba Elementary | W. N. Davis | x | | | | | |
| Lindsay Elementary and Lindsay High | W. E. Faught | x | x | | | x | |
| Porterville Elementary | C. E. Bigham | x | | | | | |

[1] Employed as city superintendent of elementary school district.

## III. DISTRICT SUPERINTENDENTS OF SCHOOLS—Continued

| County, district and post-office address | Superintendent | Type of administration | | | | | |
|---|---|---|---|---|---|---|---|
| | | Superintendent in charge of: | | | Also principal of: | | |
| | | Elementary schools | High schools | Junior college | Elementary schools | High schools | Junior college |
| Ventura County— | | | | | | | |
| Briggs Elementary (Santa Paula) | John W. McGinnis | x | | | | | |
| Fillmore Union Elementary | J. M. Horton | x | | | | | |
| Oxnard Elementary | R. B. Haydock | x | | | | | |
| Santa Paula Elementary | George A. Bond | x | | | | | |
| Saticoy Elementary | Leighton R. Stewart | x | | | | | |
| Simi Valley Union Elementary | Merton N. Rice | x | | | | | |
| Ventura Union High | E. L. Van Dellen | x | | | | | x[1] |
| Yolo County— | | | | | | | |
| Clarksburg Elementary and Clarksburg High | L. T. Sims | x | x | | | x | |
| Davis Joint Union Elementary and Davis Joint Union High | Homer H. Cornick | x | x | | x | x | |
| Washington Elementary (Broderick) | Chas. E. Coupe | x | | | x | | |
| Yuba County— | | | | | | | |
| Marysville Elementary | Walter Kynoch | x | | | x | | |
| Marysville Union High and Yuba County Junior College (Marysville) | Curtis E. Warren | | x | x | | x | x |

[1] Employed as city superintendent of elementary school district.

88721 9-31 2500

# CALIFORNIA SCHOOLS

Official Publication issued monthly by the

STATE DEPARTMENT OF EDUCATION

Entered as second-class matter May 8, 1930, at the Post Office at Sacramento, California, under the Act of August 24, 1912.

VOLUME II | OCTOBER, 1931 | NUMBER 10


SUPPLEMENT

# Legal Calendar for Public School Officials

## For the Biennium July 1, 1931, to June 30, 1933


CALIFORNIA STATE PRINTING OFFICE
HARRY HAMMOND, STATE PRINTER
SACRAMENTO, 1931



88721 9-31 2500

## FOREWORD

This calendar covers the period from July 1, 1931, to June 30, 1933, and with its publication CALIFORNIA SCHOOLS will cease to carry the usual monthly calendars. This calendar should therefore be preserved for reference.

The purpose of this calendar is to indicate as completely as possible the time fixed for the performance of every act required to be done in connection with the administration of the public school system. In using the calendar reference should always be made to the provision of law referred to before performing the act required.

The préparation of this calendar has been the responsibility of Alfred E. Lentz of the State Department of Education.

In publishing this calendar, the State Department of Education is endeavoring to render a service to public school officials. Suggestions and criticisms which will better the calendar and increase the service rendered will be welcome.

Superintendent of Public Instruction.

2—88907

# A Legal Calendar for School Officials

## July

| Calendar date 1931 | Calendar date 1932 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| July 1 | July 1 | July 1 | All persons | School year begins | S. C. 3.22 | |
| July 1 | July 1 | On or before first day of July | Governing boards of all school districts | Last day to make district budgets | S. C. 4.360 | |
| July 1 | July 1 | On or before first day of July | Governing boards of all school districts | Last day to make annual report to county superintendent of schools | S. C. 2.988 | |
| July 1 | July 1 | On or before first day of July | County boards of education | Last day to prescribe courses of study for elementary schools of county not under city boards of education | S. C. 3.770 | |
| July 1 | July 1 | July first following date of contract | Governing boards of elementary school districts | Contracts with state teachers college for education of pupils of district become effective | S. C. 3.164 | |
| July 1 | July 1 | First day of July after formation of a union or joint union district | County superintendent of schools | Transfer funds of elementary district uniting to form a union or joint union district to the union or joint union district | S. C. 4.501 | |
| July 1 | July 1 | On first day of month | State Printer | Must furnish to State Board of Education names and number of elementary textbooks published by him during preceding month and number in course of publication | S. C. 6.284 | |
| * | * | First meeting subsequent to first day of July | County boards of education | Meet and organize | S. C. 2.1270 | |
| July 4 | July 4 | July 4 | All persons | All schools must close | S. C. 3.90 | |
| ** | July 5 | Not later than fifth day of July | Governing boards of all school districts | File district budget with county superintendent of schools | S. C. 4.362 | |
| July 5 | July 5 | On or before fifth day of succeeding month | Superintendent of Public Instruction | Last day to report to State Controller numbers of elementary books sold and amount received, for preceding month. Last day to pay money received into state treasury | S. C. 6.296 | |
| July 5 | *** | At least 15 days before the twentieth day of July | Governing boards of elementary school districts | Last day to make and submit to county superintendent of schools estimates of amounts needed for maintenance during ensuing school year | S. C. 4.480 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| July 6 | July 5**** | First Monday in July | State Controller | Report condition of state school fund to Superintendent of Public Instruction | S. C. 4.11 | |
| July 6 | July 5**** | First Monday in July | State Controller | Report condition of state high school fund to Superintendent of Public Instruction | S. C. 4.40 | |
| July 6 | July 5**** | First Monday in July | State Controller | Report condition of state junior college fund to Superintendent of Public Instruction | S. C. 4.55 | |
| ** | July 9 | Between eighth and fifteenth days of July | Governing boards of all school districts levying district tax or employing more than one teacher | First day to publish budget and notice of hearing thereon | S. C. 4.383 | |
| July 10 | *** | On or before July 10 | Governing boards of elementary school districts | Last day to submit estimate of funds needed for building purposes | S. C. 4.460 | |
| July 10 | July 9****** | On or before July 10 | Visiting teachers (home instructors) of handicapped children | Last day to make report to county superintendent of schools | S. C. 3.635 | |
| July 10 | *** | Not later than tenth day of July | Governing boards of all school districts | Last day to resubmit district budgets to county superintendent | S. C. 4.365 | |
| July 10 | July 9****** | On or before tenth day of each month | County clerk | Last day to furnish to county superintendents of schools names of persons who filed declaration of intention to become citizens during preceding month | S. C. 3.560 | |
| July 14 | *** | Prior to fifteenth day of July | Governing boards of any school district | Last day to call election to vote tax for additional school facilities | S. C. 4.410 | |
| ** | July 14 | Between eighth and fifteenth days of July | Governing boards of all school districts levying district tax or employing more than one teacher | Last day to publish budget and notice of hearing thereon | S. C. 4.383 | |
| July 15 | *** | On or before July 15 next before termination of lease or other arrangement | Governing boards of junior college districts leasing temporary quarters | Last day to make another arrangement for temporary quarters or to make and file with county board or boards of supervisors and county auditor or auditors estimate of funds needed for permanent quarters | S. C. 4.591 | |
| July 15 | *** | On or before fifteenth day of July next before termination of lease or other arrangement | County superintendent | Last day, upon failure of governing board of junior college district so to do, to make estimate of funds needed for permanent quarters by junior college districts occupying temporary quarters | S. C. 4.592 | |
| ** | July 16 | Between fifteenth and twenty-second days of July | Governing boards of all school districts levying district tax or employing more than one teacher | First day to hold hearings on district budget | S. C. 4.383 | |

* Each county board of education determines the dates of its meetings (S. C. 2.1280).
** The provision of law providing for the act to be done at the time indicated is not effective for the year 1931.
*** The provision of law requiring or permitting the act indicated to be done in the year indicated has been repealed.
**** In 1932, the first Monday in July falls on July 4, a legal holiday. The act required may therefore be done on the following business day (Pol. C. 13).
****** No date is specified.

## July—Continued

| Calendar date 1931 | Calendar date 1932 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| July 20 | July 20 | On or before twentieth day of July | County superintendent | Last day to make annual report of schools to Superintendent of Public Instruction and county superintendent of schools | S. C. 2.1220 | |
| ** | July 20 | Not later than twentieth day of July | Governing boards of all school districts | Last day to resubmit district budgets to county superintendent of schools | S. C. 4.365 | |
| July 20 | July 20 | On the twentieth day of July | Governing boards of all school districts and county superintendents | Must file estimate required with county auditor | Pol. C. 3714 | |
| July 20 | July 20 | On or before twentieth day of July | Governing boards of high school districts | Last day to file with county superintendent estimate of amount expended during preceding school year for textbooks for pupils not residing in the high school district | S. C. 6.383 | |
| July 20 | *** | On or before twentieth day of July next succeeding formation of district | Governing boards of junior college districts | Last day to file with county board of supervisors estimate of funds needed for permanent quarters | S. C. 4.590 | |
| July 20 | *** | Not later than twentieth day of July | County superintendent | Last day to file district budgets with county board of supervisors and county auditor | S. C. 4.366 | |
| July 20 | *** | On or before the twentieth day of July | County superintendent | Last day to furnish estimate to county board of supervisors and county auditor of needs of county elementary school fund | S. C. 4.160 | |
| July 20 | *** | On or before twentieth day of July | County superintendent | Last day to furnish estimate to county board of supervisors and county auditor of needs of county high school fund | S. C. 4.250 | |
| July 20 | July 20 | On or before twentieth day of July | County superintendent | Last day to file with county superintendent of schools of adjoining county report of high school pupils attending school in his county but residing in the latter | S. C. 3.322 | |
| ** | July 20 | On or before twentieth day of July | County superintendent | Last day to report to Superintendent of Public Instruction on books purchased by school districts from library fund | S. C. 2.1223 | |
| July 20 | July 20 | At time of making report of elementary schools | County superintendent | Last day to make annual report of high schools to Superintendent of Public Instruction | S. C. 2.1221 | |
| July 20 | July 20 | At time of making report of high schools | County superintendent | Last day to make annual report of junior colleges to Superintendent of Public Instruction | S. C. 2.1222 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| July 20 | *** | Not later than twentieth day of July | County superintendent of county wherein there is no county junior college | Last day to certify to county board of supervisors and county auditor the cost of educating during preceding school year, junior college pupils residing in county and not in any junior college district | S. C. 4.270 | |
| ** | July 21 | Between fifteenth and twenty-second days of July | Governing boards of all school districts levying district tax or employing more than one teacher | Last day to hold hearings on district budget | S. C. 4.383 | |
| July 31 | July 30***** | Between the first day of June and the first day of August | Governing boards of elementary school districts | Last day to make order establishing kindergartens | S. C. 3.111 | |
| July 31 | July 30***** | Not later than July thirty-first | County board of supervisors | Last day to annex unattached elementary districts to high school districts | S. C. 2.500 | |
| ****** | ****** | Monthly | County superintendent of schools in counties in which are United States district courts | Must secure names and addresses of all persons declaring intention of becoming citizens | S. C. 3.561 | |
| ******* | *** | First meeting in July of county board of supervisors | County superintendent | Must report to county boards of supervisors all elementary districts having an average daily attendance of less than 5 | S. C. 2.170 | |
| ******* | *** | First meeting in July of county board of supervisors | County superintendent | Must report to county board of supervisors all districts forming part of union or joint union elementary district which have average daily attendance of less than 5 | S. C. 2.280 | |
| ******* | *** | First meeting of county board of supervisors in July | County superintendent | May ask county board of supervisors to lapse suspended elementary districts | S. C. 2.182 | |
| ******* | *** | First meeting of county board of supervisors in July | County superintendent | May ask county board of supervisors to lapse suspended district forming part of union or joint union elementary district | S. C. 2.280 | |
| ****** | *** | Any time in July | County superintendent | Must give notice to districts of intent to ask for suspension of district | S. C. 2.170 | |
| ****** | *** | Any time in July | County superintendent | Must give notice to all suspended districts of intent to ask for lapsing thereof | S. C. 2.182 | |
| ** | ******* | First meeting of county board of supervisors in July or August | County superintendent | Must report to county board of supervisors all districts forming part of union or joint union elementary district having a. d. a. of 5 or less during preceding school year | S. C. 2.280 | |
| ** | ******* | First meeting of county board of supervisors in July or August | County superintendent | Must report to county board of supervisors elementary school districts having a. d. a. of 5 or less during preceding school year and recommend suspension or lapsation thereof | S. C. 2.170 | |
| ** | ******* | First meeting of county board of supervisors in July or August | County board of supervisors | Must suspend or lapse districts as recommended by county superintendent | S. C. 2.171 | |
| ****** | ****** | In the month of July | County superintendent | Must grade all schools in county and keep a record thereof | S. C. 2.1209 | |

** The provisions of law providing for the act to be done at the time indicated is not effective for the year 1931.
*** The provision of law requiring or permitting the act indicated to be done in the year indicated has been repealed.
**** In 1932, the first Monday in July falls on July 4, a legal holiday. The act required may therefore be done on the following business day (Pol. C. 13).
***** In 1932, the date prescribed falls on a Sunday. The act required must be performed on the next preceding business day.
****** No date is specified.
******* Each county board of supervisors fixes the dates of its meetings (Pol. C. 4034).

—88907

## August

| Calendar date 1931 | Calendar date 1932 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| August 1 | August 1 | Not later than first day of August | County superintendent | Last day to report to Superintendent of Public Instruction the number of teachers allowed county for purpose of apportionment of state school fund | S. C. 4.775 | |
| August 1 | August 1 | On or before the first day of August | Governing boards of every school district | Last day to prepare and file for public inspection financial statement of district for preceding fiscal year | S. C. 4.380 | |
| August 1 | August 1 | On first day of month | State Printer | Must furnish to State Board of Education names and number of elementary text books published by him during preceding month and number in course of publication | S. C. 6.284 | |
| August 5 | August 5 | On or before fifth day of succeeding month | Superintendent of Public Instruction | Last day to report to State Controller numbers of elementary books sold and amount received for preceding month. Last day to pay money received therefor into state treasury | S. C. 6.296 | |
| August 10 | August 10 | On or before tenth day of each month | County clerk | Last day to furnish to county superintendents of schools names of persons who filed declaration of intention to become citizens during preceding month. | S. C. 3.560 | |
| August 11 | August 11 | Between tenth day of August and first day of September | State Controller | Must estimate amount to be transferred to state high school fund | S. C. 4.30 | |
| August 17 | *** | Fifteen days prior to first day of month in which county boards of supervisors must levy county taxes | Governing boards of elementary school districts | Last day to submit estimate of money needed for maintenance of kindergartens in district | S. C. 4.440 | |
| August 17 | *** | Fifteen days before the first day of month in which county boards of supervisors must levy county taxes | Governing boards of all high school districts | Last day to submit estimate of money needed for maintenance of high schools in district | S. C. 4.540 | |
| August 31 | August 31 | Between tenth day of August and first day of September | State Controller | Last day to estimate amount to be transferred to state high school fund | S. C. 4.30 | |
| * | * | Monthly | County superintendent of schools in counties in which are United States district courts | Must secure names and addresses of all persons declaring intention of becoming citizens | S. C. 3.561 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| ** | *** | First meeting of county board of supervisors in July or August | County superintendent | Must report to county board of supervisors elementary school districts having an average daily attendance of less than 5 during preceding school year | S. C. 2.170 | |
| *** | ** | First meeting of county board of supervisors in July or August | County superintendent | Must report to county board of supervisors elementary school districts having an average daily attendance of less than 5 during preceding school year and recommend suspension or lapsation thereof | S. C. 2.1 70 | |
| ** | *** | First meeting of county board of supervisors in July or August | County superintendent | Must report to county board of supervisors districts composing a union or joint union school district having an average daily attendance of less than 5 during preceding school year | S. C. 2.280 | |
| *** | ** | First meeting of county board of supervisors in July or August | County superintendent | Must report to county board of supervisors districts composing a union or joint union school district having an average daily attendance of less than 5 during preceding school year and recommend suspension or lapsation thereof | S. C. 2.280 | |
| *** | ** | First meeting of county board of supervisors in July or August | County board of supervisors | Must suspend or lapse districts as recommended by county superintendent | S. C. 2.171 | |
| ** | *** | First meeting of county board of supervisors in July or August or September | County superintendent | May ask county board of supervisors to lapse suspended elementary districts | S. C. .182 | |
| ** | *** | First meeting of county board of supervisors in July or August or September | County superintendent | May ask county board of supervisors to lapse suspended districts forming part of a junion or joint union elementary district | S. C. 2.280 | |

* No date is specified.
** Each county board of supervisors fixes the dates of its meetings (Pol. C. 4034).
*** The law requiring the act to be done will not be effective during the year indicated.

## September

| Calendar date 1931 | Calendar date 1932 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| Sept. 1 | Sept. 1 | On first day of month | State Printer | Must furnish to State Board of Education names and number of elementary textbooks published by him during preceding month and number in course of publication | S. C. 6.284 | |
| Sept. 1 | Sept. 1 | At the time of levying other county taxes | County boards of supervisors | Last day to levy county elementary school tax | S. C. 4.170 | |
| Sept. 1 | * | At time of levying other taxes | County boards of supervisors | Last day to levy elementary district building taxes | S. C. 4.462 | |
| Sept. 1 | * | At time of levying other taxes | County boards of supervisors | Last day to levy elementary district special tax | S. C. 4.482 | |
| Sept. 1 | * | At time of levying other taxes | County boards of supervisors | Last day to levy elementary district kindergarten tax | S. C. 4.450 | |
| Sept. 1 | * | At time of levying other county taxes | County boards of supervisors | Last day to levy county high school tax | S. C. 4.270 | |
| Sept. 1 | * | On or before first Monday of September next succeeding the formation of the district | Governing boards of high school districts occupying temporary quarters | Last day to make and file estimates of cost of providing permanent quarters to county board of supervisors | S. C. 4.530 | |
| Sept. 1 | * | On or before first Monday of September next before termination of lease or arrangement | Governing boards of high school districts occupying temporary quarters | Last day to make and file estimates of cost of providing permanent quarters to county board of supervisors | S. C. 4.531 | |
| Sept. 1 | * | At time of making tax levy for county purposes | County boards of supervisors | Last day to levy high school district taxes for maintenance and facilities | S. C. 4.560 | |
| Sept. 1 | * | At time of making tax levy for county purposes | County boards of education | Last day to levy junior college district tax for maintenance and facilities | S. C. 4.610 | |
| Sept. 1 | * | At time of making tax levy for county purposes | County boards of supervisors | Last day to levy junior college tuition tax | S. C. 4.631 | |
| Sept. 1 | Sept. 1 | At time of levying county taxes | County boards of supervisors | Last day to levy district taxes based on district budgets | S. C. 4.372 | |
| Sept. 1 | * | At time of levying county taxes | County boards of supervisors | Last day to levy special tax voted by districts for additional school facilities | S. C. 4.430 | |
| * | Sept. 1 | At time of making tax levy for county purposes | County boards of supervisors | Last day to levy junior college tuition tax | S. C. 4.270 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| Sept. 5 | Sept. 5 | On or before fifth day of each month | Superintendent of Public Instruction | Last day to report to State Controller numbers of elementary text books sold and amount received for preceding month. Last day to pay money received into state treasury | S. C. 6.296 | |
| Sept. 7 | Sept. 5 | First Monday in September | All schools | Legal holiday, Labor day; schools must hold exercises in observance thereof | S. C. 3.90 | |
| Sept. 9 | Sept. 9 | Ninth day of September | All persons | School holiday; all public schools must close | S. C. 3.90 | |
| Sept. 10 | Sept. 10 | On or before tenth day of September | Superintendent of Public Instruction | Last day to report average daily attendance in elementary and high schools and classes for preceding school year to State Controller and classes | S. C. 4.730 | |
| Sept. 10 | Sept. 10 | On or before tenth day of each month | County clerk | Last day to furnish to county superintendent of schools names of persons who filed declaration of intention to become citizens during preceding month | S. C. 3.560 | |
| Sept. 14 | * | On or before second Monday in September | County superintendent of schools | Last day to file estimate with county board of supervisors of funds needed for school facilities by newly formed high school districts, upon failure of governing board of high school district so to do | S. C. 4.533 | |
| Sept. 15 | Sept. 15 | On or before fifteenth day of September | Superintendent of Public Instruction | Last day to certify to State Treasurer and State Controller average daily attendance of junior college districts during preceding school year and amount of money to be set aside for apportionment to junior college districts | S. C. 4.53 | |
| ** | Sept. 15 | On or before fifteenth day of September preceding each regular session of the Legislature | Superintendent of Public Instruction | Last day to report to Governor statement of condition of public elementary and secondary schools, normal schools, and other educational institutions supported in whole or in part by the state | S. C. 2.1417 | |
| ** | Sept. 15 | On or before fifteenth day of September next preceding regular session of Legislature | State Board of Education | Last day to report to Governor report of transactions for preceding two years and recommendations for next biennium | S. C. 2.1389 | |
| *** | *** | Monthly | County superintendent of schools in counties in which are United States district courts | Must secure names and addresses of all persons declaring intention of becoming citizens | S. C. 3.561 | |
| **** | * | First meeting in September of county board of supervisors | County superintendent | Last day upon which lapsation of suspended elementary districts may be requested | S. C. 2.182 | |
| **** | * | First meeting in September of county board of supervisors | County superintendent | Last day in which lapsation of suspended districts forming part of union or joint union elementary districts may be requested | S. C. 2.280 | |

* The provision of law providing for the act to be done at the time indicated will not be effective during the year indicated.
** No report need be made in 1931.
*** No date is specified.
**** Each county board of supervisors fixes the dates of its meetings (Pol. C. 4034).

## October

| Calendar date 1931 | Calendar date 1932 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| Oct. 1 | Oct. 1 | On first day of month | State Printer | Must furnish to State Board of Education names and number of elementary textbooks published by him during preceding month and number in course of publication | S. C. 6.284 | |
| Oct. 2 | Oct. 2 | Between the first day of October and tenth day of February | County boards of supervisors | First day on which new elementary school districts may be formed | S. C. 2.120 | |
| Oct. 2 | Oct. 2 | Between the first day of October and tenth day of February | County boards of supervisors | First day on which elementary joint districts may be formed | S. C. 2.200 | |
| Oct. 2 | Oct. 2 | Between the first day of October and tenth day of February | County boards of supervisors | First day on which boundaries of elementary districts may be changed | S. C. 2.100 | |
| Oct. 2 | Oct. 2 | Between the first day of October and tenth day of February | County boards of supervisors | First day on which boundaries of high school districts may be changed | S. C. 2.440 | |
| Oct. 5 | Oct. 5 | On or before fifth day of succeeding month | Superintendent of Public Instruction | Last day to report to State Controller number of elementary textbooks sold and amount received for preceding month. Last day to pay money received into state treasury | S. C. 6.296 | |
| Oct. 5 | Oct. 3 | First Monday in October | District clerk of all districts excepting those having city boards of education | Post in each schoolhouse complete copy of his account of income and expenditures of district from beginning of school year | S. C. 2.836 | |
| Oct. 10 | Oct. 10 | On or before tenth day of each month | County clerk | Last day to furnish to county superintendents of schools names and addresses of persons who filed declaration of intention to become citizens during preceding month | S. C. 3.560 | |
| Oct. 12 | Oct. 12 | Twelfth day of October | All schools | Legal holiday, Columbus Day; schools must hold exercises in observance thereof | S. C. 3.90 | |
| * | * | Monthly | County superintendent of schools in counties in which are United States district courts | Must secure names and addresses of all persons declaring intention of becoming citizens | S. C. 3.561 | |
| ** | ** | During October | Principal of every high school | Report to State Board of Education and county superintendent of schools facts concerning high school | S. C. 5.564 | |

* No date is specified.
** No date is specified (S. C. 5.564).

## November

| Calendar date 1931 | Calendar date 1932 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| Nov. 2* | Nov. 1 | On first day of month | State Printer | Must furnish to State Board of Education names and number of elementary textbooks published by him during preceding month and number in course of publication | S. C. 6.284 | |
| ** | Nov. 3 | Sixty days before commencement of each biennial session of Legislature | Director of Education | Last day to make biennial report to Governor of all matters pertaining to the Department of Education | Pol. C. 354 | |
| Nov. 5 | Nov. 5 | On or before fifth day of succeeding month | Superintendent of Public Instruction | Last day to report to State Controller number of elementary textbooks sold and amount received for preceding month. Last day to pay money received into State Treasury | S. C. 6.296 | |
| Nov. 9 | Nov. 14 | Second Monday in November following formation of district | Governing boards of all newly formed elementary school districts | Last day to open school in newly formed districts | S. C. 2.132 | |
| Nov. 10 | Nov. 10 | On or before tenth day of each month | County clerk | Last day to furnish to county superintendents of schools names and addresses of persons who filed declaration of intention to become citizens during preceding month | S. C. 3.560 | |
| Nov. 11 | Nov. 11 | November eleventh | All persons | School holiday; all public schools must close | S. C. 3.90 | |
| *** | *** | Monthly | County superintendent of schools in counties in which are United States district courts | Must secure names and addresses of all persons declaring intention of becoming citizens | S. C. 3.561 | |

* In 1931, November 1 falls on a Sunday. The act required to be done may be done on the next business day (Pol. C. 13).
** There being no session in 1932, no report need be rendered in 1931.
*** No date is specified.

NOTE.—By S.C. 3.90 every day appointed by the President of the United States or the Governor of the state for a public fast, thanksgiving or holiday is a school holiday. The last Thursday in November is usually so appointed as a day of thanksgiving and all public schools must therefore close on that day, if it is so appointed.

## December

| Calendar date 1931 | Calendar date 1932 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting |
|---|---|---|---|---|---|---|
| Dec. 1 | Dec. 1 | On first day of month | State Printer | Must furnish to State Board of Education names and number of elementary textbooks published by him during preceding month and number in course of publication | S. C. 6.284 | |
| Dec. 5 | Dec. 5 | On or before fifth day of succeeding month | Superintendent of Public Instruction | Last day to report to State Controller number of elementary textbooks sold and amount received for preceding month. Last day to pay money received into State Treasury | S. C. 6.296 | |
| Dec. 10 | Dec. 10 | On or before tenth day of each month | County clerk | Last day to furnish to county superintendents of schools names of persons who filed declaration of intention to become citizens during preceding month | S. C. 3.560 | |
| Dec. 25 | Dec. 25 | Twenty-fifth day of December | All persons | School holiday; all public schools must close | S. C. 3.90 | |
| Dec. 28 | Dec. 26 | Not later than last Monday in December | County auditor | Last day to notify county superintendent of amount in county high school fund | S. C. 4.890 | |
| Dec. 28 | Dec. 26 | Last Monday in December | County auditor | Last day to notify county superintendent of amount in county elementary school fund | S. C. 4.790 | |
| Dec. 29 | Dec. 26 | Last Monday in December | County auditor | Notify county superintendent of schools of amount in junior college tuition fund | S. C. 4.274 | |
| Dec. 31 | Dec. 31 | On or before the thirty-first day of December | County superintendent of schools | Last day to report on registration of minors in elementary districts of his county to Superintendent of Public Instruction | S. C. 1.64 | |
| Dec. 31 | Dec. 31 | On or before the thirty-first day of December | State Controller | Last day to transfer to the state school fund from the state general fund, for half year, amount prescribed by legislature | S. C. 4.1 | |
| Dec. 31 | Dec. 31 | On or before the thirty-first day of December | State Controller | Last day to transfer to the state school fund from the state general fund, for the half year, amounts certified to him by Superintendent of Public Instruction as needed to reimburse counties for cost of educating pupils in twenty-four hour elementary schools | S. C. 4.762-1 | |
| Dec. 31 | Dec. 31 | Not later than December thirty-first | All persons subject to state teachers retirement act | Last day to pay contribution for half year ending December 31 | S. C. 5.1042 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| * | * | Monthly | County superintendent of schools in counties in which are United States district courts | Must secure names and addresses of all persons declaring intention of becoming citizens | S. C. 3.561 | |
| * | * | Immediately after the last Monday in December | County superintendent | Must apportion county high school fund | S. C. 4.891 | |
| * | * | Immediately after last Monday in December | County superintendent | Must apportion junior college tuition fund | S. C. 4.274 | |
| * | * | Immediately after last Monday in December | County superintendent | Must apportion county elementary school fund | S. C. 4.791 | |

* No date is specified.

## January

| Calendar date 1932 | Calendar date 1933 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| Jan. 1 | Jan. 1 | January 1 | All public schools | School holiday; all public schools must close | S. C. 3.90 | |
| Jan 2* | Jan. 2* | On first day of month | State Printer | Must furnish to State Board of Education names and number of elementary textbooks published by him during preceding month and number in course of publication | S. C. 6.284 | |
| Jan. 5 | Jan. 5 | On or before fifth day of succeeding month | Superintendent of Public Instruction | Last day to report to State Controller number of elementary textbooks sold and amount received for preceding month. Last day to pay money received into State Treasury | S. C. 6.296 | |
| Jan. 4 | Jan. 2 | First Monday in January | State Controller | Report condition of state school fund to Superintendent of Public Instruction | S. C. 4.11 | |
| Jan. 4 | Jan. 2 | First Monday in January | State Controller | Report condition of state high school fund to Superintendent of Public Instruction | S. C. 4.40 | |
| Jan. 4 | Jan. 2 | First Monday in January | State Controller | Report condition of State junior college fund to Superintendent of Public Instruction | S. C. 4.55 | |
| Jan. 4 | Jan. 2 | First Monday in January | District clerk of all districts except those having city boards of education | Post in each schoolhouse copy of his account of receipts and expenditures of district from beginning of the school year | S. C. 2.836 | |
| Jan. 10 | Jan. 10 | On or before tenth day of each month | County clerk | Last day to furnish to county superintendents of schools names of persons who filed declarations of intention to become citizens during preceding month | S. C. 3.560 | |
| ** | ** | Monthly | County superintendent of schools in counties in which are United States district courts | Must secure names and addresses of all persons declaring intention of becoming citizens | S. C. 3.561 | |

* January 1, being a legal holiday, the act required may be done on the following business day (Pol. C. 13).
** No date is specified.

## February

| Calendar date 1932 | Calendar date 1933 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| Feb. 1 | Feb. 1 | On first day of month | State Printer | Must furnish to State Board of Education name and number of elementary textbooks published by him during preceding month and number in course of publication | S. C. 6.284 | |
| Feb. 5 | Feb. 5 | On or before fifth day of succeeding month | Superintendent of Public Instruction | Last day to report to State Controller number of elementary books sold and amount received for preceding month. Last day to pay money received into State Treasury | S. C. 6.296 | |
| Feb. 9 | Feb. 9 | Between first day of October and tenth day of February | County boards of supervisors | Last day upon which boundaries of elementary school districts may be changed | S. C. 2.100 | |
| Feb. 9 | Feb. 9 | Between first day of October and tenth day of February | County boards of supervisors | Last day upon which joint elementary school districts may be formed | S. C. 2.200 | |
| Feb. 9 | Feb. 9 | Between first day of October and tenth day of February | County boards of supervisors | Last day upon which new high school districts may be formed | S. C. 2.121 | |
| Feb. 9 | Feb. 9 | Between first day of October and tenth day of February | County boards of supervisors | Last day upon which boundaries of high school districts may be changed | S. C. 2.440 | |
| Feb. 10 | Feb. 10 | On or before tenth day of each month | County clerk | Last day to furnish to county superintendents of schools names of persons who filed declaration of intention to become citizens during preceding month | S. C. 3.560 | |
| Feb. 12 | Feb. 12 | February 12 | All public schools | Observe Lincoln's Birthday by exercises | S. C. 3.101 | |
| Feb. 22 | Feb. 22 | February 22 | All public schools | Hold exercises in observance of Washington's Birthday | S. C. 3.102 | |
| Feb. 24 | Mar. 1 | 30 days prior to last Friday in March | Governing boards of elementary districts | Last day to call annual election for election of members of governing board* | S. C. 2.873 | |
| Feb. 24 | Mar. 1 | 30 days prior to last Friday in March | Governing boards of union or joint union elementary districts | Last day to call annual election for election of members of governing board | S. C. 2.914 | |
| Feb. 24 | Mar. 1 | 30 days prior to last Friday in March | Governing boards of high school districts | Last day to call annual election for election of members of governing board** | S. C. 2.1059 | |
| Feb. 24 | Mar. 1 | 30 days prior to last Friday in March | Governing boards of junior college districts | Last day to call annual election for election of members of governing board*** | S. C. 2.1143 | |
| **** | **** | Monthly | County superintendents of schools in counties in which are United States district courts | Must secure names and addresses of all persons declaring intention of becoming citizens | S. C. 3.561 | |

* City boards of education are elected under the provisions of law governing such cities (S. C. 2.970).

** In high school districts existing in incorporated city or in a single elementary school district, the city board of education or governing board of the elemenatry school district, constitutes the high school board (S. C. 2.1040).

*** In junior college districts coterminous with a single high school district, the high school board is the junior college board (S. C. 2.1120).

**** No date is specified.

## March

| Calendar date 1932 | Calendar date 1933 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| Mar. 1 | Mar. 1 | On first day of month | State Printer | Must furnish to State Board of Education name and number of elementary textbooks published by him during preceding month and number in course of publication | S. C. 6.284 | |
| Mar. 5 | Mar. 6***** | On or before fifth day of succeeding month | Superintendent of Public Instruction | Last day to report to State Controller number of elementary textbooks sold and amount received for preceding month. Last day to pay money received into State Treasury | S. C. 6.296 | |
| Mar. 7 | Mar. 6 | First Monday | District clerk of all districts except those having city board of education | Post in each schoolhouse copy of his account of receipts and income of districts from beginning of school year | S. C. 2.836 | |
| Mar. 7 | Mar. 7 | March 7 | All public schools | Observe as conservation, bird and arbor day | S. C. 3.100 | |
| Mar. 10 | Mar. 10 | On or before tenth day of each month | County clerk | Last day to furnish to county superintendent of schools names of persons who filed declaration of intention to become citizens during preceding month | S. C. 3.560 | |
| Mar. 10 | Mar. 16 | 15 days prior to last Friday in March | Electors in all school districts | May call annual election for election of members of governing boards, if governing boards fail | S. C. 2.874 | |
| Mar. 11 | Mar. 17 | Two weeks prior to last Friday in March | County superintendent | Call election to vote on petitions for formation of junior college district | S. C. 2.682 | |
| Mar. 15 | Mar. 21 | 10 days prior to annual election of members of governing boards | Candidates for governing boards of districts | Last date to file written statement of candidacy with district clerk and get name on ballot | S. C. 2.880 | |
| Mar. 25 | Mar. 31 | Last Friday in March | County superintendent | Hold election to vote on petitions for formation of junior college districts | S. C. 2.680 | |
| Mar. 25 | Mar. 31 | Last Friday in March | Governing boards of elementary districts | Hold annual election for election of members of governing board* | S. C. 2.870 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| Mar. 25 | Mar. 31 | Last Friday in March | Governing boards of union and joint union elementary districts. | Hold annual election for election of members of governing board* | S. C. 2.912 | |
| Mar. 25 | Mar. 31 | Last Friday in March | Governing boards of high school districts | Hold annual election for election of members of governing board** | S. C. 2.1057 | |
| Mar. 25 | Mar. 31 | Last Friday in March | Governing boards of junior college district | Hold annual election for election of members of governing board*** | S. C. 2.1140 | |
| **** | **** | Monthly | County superintendent of schools in counties in which are United States district courts | Must secure names and addresses of all persons declaring intention of becoming citizens | S. C. 3.561 | |

* City boards of education are elected under the provisions of law governing such cities (S. C. 2.970).

** In high school districts existing in an incorporated city or a single elementary school district, the city board of education or governing board of the elementary school district constitutes the high school board (S. C. 2.1040).

*** In junior college districts coterminous with a single high school district, the high school board is the junior college board (S. C. 2.1120).

**** No date is specified.

***** In 1933, March 5 falls on a Sunday. The act required to be done may therefore be done on the following business day (Pol. C. 13).

## April

| Calendar date 1932 | Calendar date 1933 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| Mar. 29<br>April 1 | April 4<br>April 7 | Not before fourth day nor after seventh day following last Friday in March | Governing boards of union and joint union high school districts | *Canvass votes cast at annual election for election of members of governing board and issue certificates of election | S. C. 2.1061 | |
| April 1 | April 1 | On first day of month | State Printer | Must furnish to State Board of Education name and number of elementary textbooks published by him during preceding month and number in course of publication | S. C. 6.284 | |
| April 1 | April 7 | 7 days after last Friday in March | Governing boards of union or joint union elementary districts | *Canvass votes cast at annual election for election of members of governing board and issue certificates of election | S. C. 2.916 | |
| April 1 | April 7 | 7 days after last Friday in March | Governing boards of junior college districts | *Canvass votes cast at annual election for election of members of governing board and issue certificates of election | S. C. 2.1144 | |
| April 5 | April 5 | On or before fifth day of succeeding month | Superintendent of Public Instruction | Last day to report to State Controller number of elementary textbooks sold and amount received for preceding month. Last day to pay money received into State Treasury | S. C. 6.296 | |
| April 10 | April 10 | On or before tenth day of each month | County clerk | Last day to furnish to county superintendent of schools names of persons who filed declaration of intention to become citizens during preceding month | S. C. 3.560 | |
| ** | ** | Monthly | County superintendent of schools in counties in which are United States district courts | Must secure names and addresses of all persons declaring intention of becoming citizens | S. C. 3.561 | |

* These are the only cases in which a definite date is set for the canvass of votes cast at annual elections for members of governing boards. In elementary districts, other than the exceptions votes are canvassed immediately after polls are closed (S. C. 2.888). City boards of education are elected under the provisions of law governing such cities (S. C. 2.970).

** No date is specified.

## May

| Calendar date 1932 | Calendar date 1933 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| May 2* | May 1 | May 1 | Governing boards of elementary school districts | Meet and elect a member clerk of the district | S. C. 2.830 | |
| May 2* | May 1 | On or after first meeting of board on May 1 | Governing boards of all elementary, high school and junior college districts | First day on which persons for positions requiring certification qualifications may be elected | S. C. 5.401 | |
| May 2* | May 1 | First day of May succeeding election | **Newly elected members of governing boards of school districts | Term of office begins | S. C. 2.780 | |
| May 2* | May 1 | First day of May succeeding election | **Newly elected members of governing boards of elementary school districts | Term of office begins | S. C. 2.872 | |
| May 2* | May 1 | First day of May succeeding election | Newly elected members of new union or joint union elementary school district boards | Term of office begins | S. C. 2.917 | |
| May 2* | May 1 | First day of May succeeding election | Newly elected members of new joint elementary district boards | Term of office begins | S. C. 2.940 | |
| May 2* | May 1 | First day of May succeeding formation of union or joint union elementary districts | Members of governing boards of districts comprising union or joint union elementary districts | Term of office ends | S. C. 2.911 | |
| May 2* | May 1 | On first day of month | State Printer | Must furnish to State Board of Education names and number of elementary textbooks published by him during preceding month and number in course of publication | S. C. 6.284 | |
| May 2* | May 1 | First day in May | Governing boards of junior college districts | Meet and organize | S. C. 2.1152 | |
| May 2* | May 1 | First day in May | Governing boards of district, union, joint union high school districts | Meet and organize | S. C. 2.1090 | |

## May—Continued

| Calendar date 1932 | Calendar date 1933 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| May 5 | May 5 | On or before fifth day of succeeding month | Superintendent of Public Instruction | Last day to report to State Controller number of elementary textbooks sold and amount received for preceding month. Last day to pay money received into state treasury | S. C. 6.296 | |
| May 10 | May 10 | On or before tenth day of each month | County clerk | Last day to furnish to county superintendent of schools names of persons who filed declaration of intention to become citizens during preceding month | S. C. 3.560 | |
| May 16 | May 16 | Within 15 days from commencement of term of office | ***Members of governing boards of all school districts | Must take oath of office and file same with county clerk if no notice of election is given | Pol. C. 907–909 | |
| May 29**** | May 28 | Not later than last Monday in May | County auditor | Last day to notify county superintendent of amount in county high school fund | S. C. 4.890 | |
| May 29**** | May 28 | Not later than last Monday in May | County auditor | Last day to notify county superintendent of amount in junior college tuition fund | S. C. 4.274 | |
| May 29**** | May 28 | Not later than last Monday in May | County auditor | Last day to notify county superintendent of amount in county elementary school fund | S. C. 4.790 | |
| May 30 | May 30 | May 30 | All public schools | Must close | S. C. 3.90 | |
| ***** | ***** | Monthly | County superintendent of schools in counties in which are United States district courts | Must secure names and addresses of all persons declaring intention of becoming citizens | S. C. 3.561 | |
| ***** | ***** | Immediately after last Monday in May | County superintendent | Must apportion county high school fund | S. C. 4.891 | |
| ***** | ***** | Immediately after last Monday in May | County superintendent | Must apportion junior college tuition fund | S. C. 4.274 | |
| ***** | ***** | Immediately after last Monday in May | County superintendent | Must apportion county elementary school fund | S. C. 4.791 | |

* In 1932 May 1 falls on a Sunday. The act required may therefore be performed on the next succeeding business day. (Pol. C. 13.)
** The terms of office of members of city boards of education in charter cities are regulated by the charter (Const. Art. XI, Sec. 8½).
*** Date of commencement of terms of members of city boards of education is determined by laws governing such cities (S. C. 2.807). Where notice of election is given, oath must be taken and filed within three days after receipt of notice (Pol. C. 907).
**** In 1932, last Monday in May is May 30, a legal holiday. Act required may be done on next preceding business day.
***** No date is specified.

June

| Calendar date 1932 | Calendar date 1933 | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| June 1 | June 1 | On first day of month | State Printer | Must furnish to State Board of Education names and number of elementary textbooks published by him during preceding month and number in course of publication | S. C. 6.284 | |
| June 1 | June 1 | On or before first day of June | Governing boards of school districts | Last day to report to county superintendent of schools on books purchased from library fund | S. C. 6.523 | |
| June 2 | June 2 | Between first day of June and first day of August | Governing boards of elementary school districts | First day of year on which order establishing kindergartens may be made | S. C. 3.111 | |
| June 6* | June 5 | On or before fifth day of succeeding month | Superintendent of Public Instruction | Last day to report to State Controller number of elementary textbooks sold and amount received for preceding month. Last day to pay money received therefor into State Treasury | S. C. 6.296 | |
| June 6 | June 4 | First Monday | District clerk of all districts except those having city boards of education | Post in each schoolhouse copy of his account of receipts and expenditures of district from beginning of school year | S. C. 2.836 | |
| June 10 | June 11** | On or before tenth day of each month | County clerk | Last day to furnish to county superintendent of schools names of persons who filed declaration of intention to become citizens during preceding month | S. C. 3.560 | |
| June 18 | June 16 | Third Saturday in June | State Curriculum Commission | Must hold annual meeting unless commission fixes another date | S. C. 2.1434 | |
| June 30 | June 30 | On or before June 30 | State Controller | Last day to make transfer of moneys from general fund to state school fund as directed by law | S. C. 4.1 | |
| June 30 | June 30 | On or before June 30 of each year | State Controller | Last day to transfer from general fund to state school fund amount certified by Superintendent of Public Instruction as needed to reimburse counties for education of pupils in 24-hour elementary schools | S. C. 4.762-1 | |
| June 30 | June 30 | Not later than June 30 | All persons subject to state teachers retirement law | Last day to pay contribution for half year ending June 30 | S. C. 5.1042 | |
| June 30 | June 30 | June 30 | All persons | School year ends | S. C. 3.22 | |
| June 30 | June 30 | End of school year | Governing boards of elementary school districts | Contracts for education of pupils by State teachers colleges terminate | S. C. 3.164 | |
| *** | *** | Last meeting in June | County boards of supervisors | Appoint 2 persons to county board of education | S. C. 2.1261 | |
| **** | **** | Monthly | County superintendent of schools in counties in which are United States district courts | Must secure names and addresses of all persons declaring intention of becoming citizens | S. C. 3.561 | |

* In 1932, June 5 falls on a Sunday. The act required may be performed on the next succeeding business day (Pol. C. 13).
** In 1933, June 10 falls on a Sunday. The act required may be performed on the next succeeding business day (Pol. C. 13).
*** Each county board of supervisors fixes its meeting dates (Pol. C. 4034).
**** No date is specified.

## PERIODICAL REQUIREMENTS

| Calendar date | | Date fixed by statute | Person or body affected | Act required | Authority | Check here the dates affecting you |
|---|---|---|---|---|---|---|
| | | Every three months | State Board of Education | Must meet on date determined by board | S. C. 2.1376 | |
| | | At least once each year | State Department of Education | Publish list of high school textbooks adopted and send one copy to each county superintendent, city superintendent, high school principal and clerk of governing board of high school district | S. C. 6.421 | |
| | | Annually | Superintendent of Public Instruction | Must apportion State school fund and send abstracts to specified bodies and persons | S. C. 4.780 | |
| | | During the school year | Superintendent of Public Instruction | Must apportion State high school fund | S. C. 4.870 | |
| | | Annually | Superintendent of Public Instruction | Must apportion State junior college fund | S. C. 4.940 | |
| | | Annually | State Board of Education | Meeting must be held to consider matters pertaining to State teachers colleges | S. C. 5.25 | |
| | | Annually | State Board of Education | May call convention of principals of secondary schools | S. C. 5.630 | |
| | | Once in each year | County superintendent in all counties having 20 or more districts | *Must hold at least one teachers institute | S. C. 5.580 | |
| | | Once each year | Superintendents of city school districts employing 70 teachers or more | *Must hold at least one teachers institute | S. C. 5.580 | |
| | | Annually, at close of term | Principals of junior colleges | Must make complete report of junior college to county superintendent of schools | S. C. 5.563 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | Annually, at close of term | Teachers | File with county superintendent of schools, certificate of clerk of governing board of district that State school register has been kept | S. C. 5.545 | |
| | | Annually, at time prescribed by Superintendent of Public Instruction | Teachers | Must make annual report to county superintendent of schools | S. C. 5.546 | |
| | | Annually, before opening school | Teachers | No tify county superintendent of schools of opening of school | S. C. 5.541 | |
| | | Annually, one week before closing school | Teachers | Notify county superintendent of closing of school | S. C. 5.541 | |
| | | Annually | Superintendent of Public Instruction | May call convention of county, city and district superintendents | S. C. 2.1500 | |

* See School Code sections 5.581-5.585 for other times and manner of holding institutes.

o

88907 9-31 3M